KONICA MINOLTA

Printgroove
POD Queue

User's Guide

Printgroove
POD QUEUE

Table of Contents

1 Introduction

1.1 Welcome

This user's guide provides details about the use of Printgroove POD Queue, the PDF/JDF-based workflow management module of the Printgroove suite of applications. Printgroove POD Queue provides a central location where discovered or manually added printers are monitored and incoming, processing and completed print jobs are routed and tracked. Jobs may be processed manually or automatically. Cluster Printing, Job Splitting, Virtual Queues, and Job Ticket Editing provide advanced functionality.

Trademark Acknowledgements

KONICA MINOLTA, the KONICA MINOLTA logo, the symbol mark, and "The essentials of imaging" are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC.

bizhub and bizhub PRO are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC.

PDFNet SDK is copyright PDFTron Systems 2001-2006 and distributed by Konica Minolta Business Technologies, Inc. under license. All rights reserved.

Portions Copyright © 2001 artofcode LLC.

This software is based in part on the work of the Independent JPEG Group.

Portions Copyright © 1998 Soft Horizons.

All Rights Reserved.

Linux is a registered trademark of Linus Torvalds.

LEADTOOLS is a registered trademark of LEAD Technologies, Inc.

Artifex, the Artifex logo, Ghostscript, and the Ghostscript logo are registered trademarks of Artifex Software, Inc.

Adobe, Acrobat, and PostScript are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Intel and Pentium are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Sun, Sun Microsystems, Java and Solaris are trademarks or registered trademarks of Sun Microsystems, Inc. in the United States and other countries.

EFI, Fiery, and MicroPress are registered trademarks of Electronics for Imaging, Inc. in the U.S. Patent and Trademark Office and/or certain other foreign jurisdictions.

All other company and product names are either trademarks or registered trademarks of their respective companies.

Copyright © 2009 KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. All rights reserved.

The actual dialog boxes that appear in the screen may be slightly different from the screen images used in this user's guide.

In order to incorporate improvements in the product, the contents of this user's guide are subject to change without notice.

1.2 Printgroove Suite Overview

The Printgroove POD Suite is a Digital Workflow Solution that helps CRD/reprographics departments meet the needs of increasingly demanding markets. Printgroove's modular design provides the flexibility to integrate all stages from job submission to fulfilment. Ideal for small to mid-size operations, Printgroove is an affordable solution for all your reproduction and publishing needs.

The Printgroove POD Suite is comprised of four modules.

- Printgroove POD Serve: a web service for print job submission by the external user. It also enables the external user to verify the status of the job in real-time.
- Printgroove POD Guide: a process control tool. It designs the Workflow, monitors job tracking, and also handles customer account management, cost estimates and billing information.
- Printgroove POD Ready: a Make Ready tool. Automatic and manual imposition, page layout and late-stage editing are all supported.
- Printgroove POD Queue: a print management tool. The status and workload of discovered printers are monitored. Incoming, processing and completed jobs are routed and tracked and last-minute job ticket editing is supported.
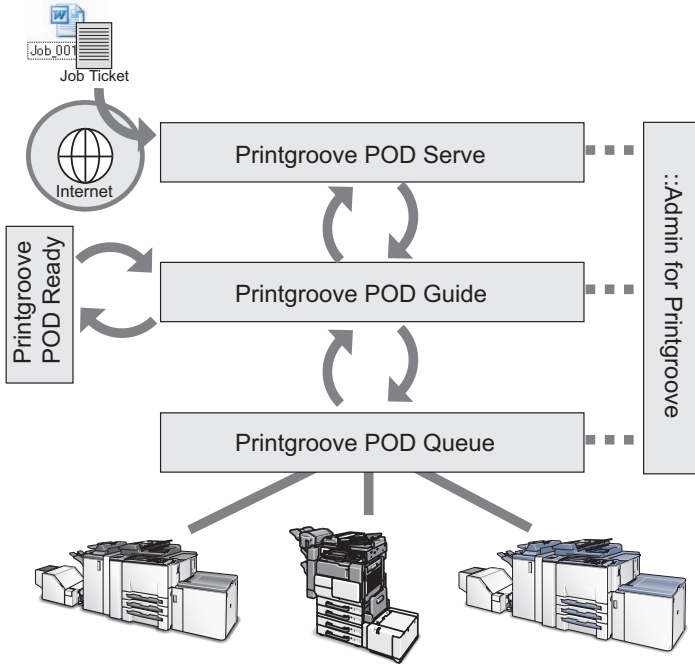
The Printgroove POD Suite improves the productivity of the entire Workflow and helps prevent print errors caused by users by providing the following functions:

- Printgroove POD Guide receives orders from Printgroove POD Serve through the Web. The customer creates a job ticket which is saved and submitted to the CRD/reprographics department. There the ticket can be reviewed and modified.
- A tracking number is issued and the user can trace the status of a print order using Printgroove POD Serve/Guide.
- Process management is handled in Printgroove POD Guide. POD Guides Workflow functions also enable comprehensive oversight of a job's progress.
- After Printgroove POD Guide sends the job data to Printgroove POD Queue, the Printgroove POD Queue selects the optimum output engine and automatically processes the job.
- Printgroove POD Queue supports the export/import of job tickets, allows the user to change a job ticket, and a simple method of reprinting, all of which improve the productivity of the print job process.

Printgroove POD Queue can function as a stand-alone application or in any combination with the other modules.

In addition to these modules, the Printgroove POD Suite provides the Printgroove POD Driver which enables you to convert native file jobs to JDF/PDF files and then send them directly to the selected Printgroove POD module for processing.

✎ **. . .**

Note
Printgroove POD Serve is one method used to submit jobs. It is primarily used by customers of your reprographics department to send you jobs.

::Admin for Printgroove is a web utility that enables administration of the Printgroove POD system. For details, please refer to the user's guide of ::Admin for Printgroove.

1.3 Printgroove POD Queue Overview

Printgroove POD Queue consists of a server and clients. The server software is installed on the Printgroove POD server and is activated via a security key (or dongle). Once Printgroove POD server is active, licensed users may install and then run the client Printgroove POD Queue software. (The Printgroove POD Queue Quick Install Guide provides server setup instructions.)

Printgroove POD Server   Printgroove POD Queue Client

MFPs
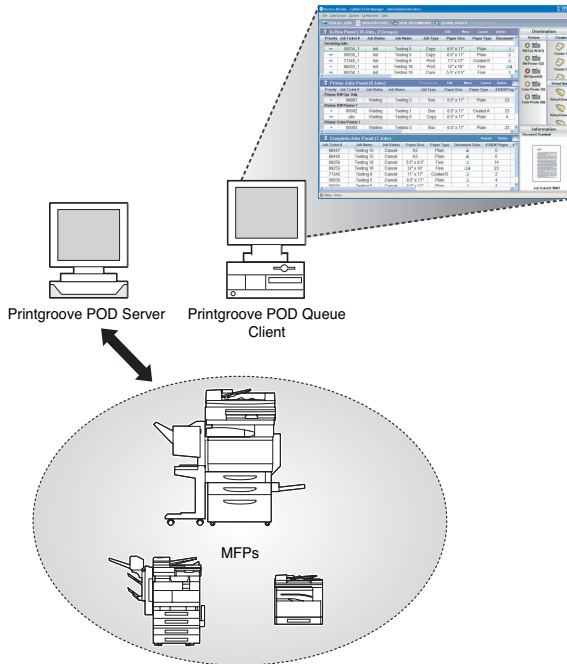
If Printgroove POD Queue is purchased with a standard license, the following features are available:

- Inbox Panel:
  view and assign incoming print jobs to Groups, Printers, Clusters or Virtual Queues. Incoming jobs may also be cancelled, deleted or rejected.
- Groups: create a place to batch like jobs.
- Job Ticket Editor:
  change the settings of a job ticket.
- Search: search for job tickets or printers that support defined features.
- Selection Panel:
  view the printers and Clusters Printgroove POD Queue recommends for processing a selected job ticket.

- Printer Jobs Panel:
  view and monitor the progress of all jobs at all discovered printers.
- Completed Jobs Panel:
  view, cancel delete and reprint jobs.
- Virtual Queues:
  pre-define a set of job ticket parameters and link this set to a printer that can process all the settings. When a job is added to a Virtual Queue, the settings are applied and the job is moved automatically to the assigned printer and processed.
- Users: User accounts may be set up for an unlimited number of users. However, a standard license allows for five simultaneous users.
- Printers Monitored:
  A standard license allows you to monitor five printers.

✎ . . .
Note
Please see "Standard/Upgrade Feature Support" on page 1-11 for details about available upgrades.

1.4 System Specifications

Printgroove POD Server

	Minimum	Recommended
OS	Ubuntu Server 8.04 (or higher) English (on System DVD)	Ubuntu Server 8.04 (or higher) English
PC	PC/AT compatible	PC/AT compatible
CPU	Pentium IV 2.8GHz	Intel Xeon Core or AMD equivalent[1]
RAM	512 MB	8 GB or higher[1]
HDD free space	20 GB	180 GB or higher
Display	N/A[2]	N/A[2]
USB	USB port	USB port
Disk drive	DVD drive[3]	DVD drive[3]

[1] Depends on system configuration (Serve and/or Guide and/or Queue) and the expected number of jobs, etc.

[2] No display required on server since all operations are normally completed via the client.

[3] The DVD drive is required for installing.

1.5 System Requirements

Printgroove POD Queue Client Computer

Compatible Operating Systems and Hardware

Component	Value
OS	Windows XP (SP2 or later) Windows 2000 (SP4) Windows Vista Business Edition (32-bit) (SP1 or later)
PC	PC/AT compatible
CPU	Pentium IV 1.2GHz
RAM	256 MB or higher
HDD free space	500 MB or higher
Display	1024 x 768 full color
Network	TCP/IP 100Base T
Storage	CD/DVD drive

Compatible Web Browsers (for Printgroove POD Web Client and ::Admin for Printgroove)

Web Browser
Windows Internet Explorer 7 or later
Mozilla Firefox 2.0 or later

1.6 Supported Printers

The following printers are compatible with Printgroove POD Queue:

Manufacturer	Model	Controller	Support Type	GUI Display Value
Konica Minolta	bizhub Pro 1050/1050P	embedded	Full	1050
Konica Minolta	bizhub Pro 1051	embedded	Full	1051
Konica Minolta	bizhub Pro 1200	embedded	Full	1200
Konica Minolta	bizhub Pro 920	IC-203	Full	920/IC-203
Konica Minolta	bizhub Pro 950	embedded	Full	950
Konica Minolta	bizhub Pro C500/8050	IP-901, IC-302, IC-405	Limited	C500/IP-901, C500/IC-302, C500/IC-405, 8050/IP-901, 8050/IC-302
Konica Minolta	bizhub Pro C500	IP-301	Limited	C500/IC-301
Konica Minolta	bizhub Pro C5500	IC-408	Full	C5500/IC-408
Konica Minolta	bizhub Pro C5501	IC-305 or IC-408 (version 2.0 for both controllers)	Full	C5501/IC-305, C5501/IC-408
Konica Minolta	bizhub Pro C6500	IC-303, IC-305, IC-408	Full	6500/IC-303, C6500/IC-305, C6500/IC-408
Konica Minolta	bizhub Pro C6500P	IC-303, IC-305	Full	C6500/IC-303, C6500/IC-305
Konica Minolta	bizhub Pro C6500	IC-304	Limited	C6500/IC-304
Konica Minolta	bizhub Pro C6501	IC-305 or IC-408 (version 2.0 for both controllers)	Full	C6501/IC-305, C6501/IC-408
Konica Minolta	bizhub Pro C6501P	IC-305 (version 2.0)	Full	C6501/IC-305
Konica Minolta	bizhub Pro C6501	IC-304	Limited	C6501/IC-304
Konica Minolta	bizhub Pro C65hc	IC-305 (version 2.0)	Full	C65hc/IC-305
Konica Minolta	bizhub C550, C650	IC-409	Limited	C550/IC-409, C650/IC-409
Konica Minolta	7085	IP-602/IP-602m	Limited	7085/IP-602

Manufacturer	Model	Controller	Support Type	GUI Display Value
Konica Minolta	bizhub Pro 2500P	Smart Imager R11	Limited	2500P
Konica Minolta	bizhub Pro 2000P	Smart Imager R11	Limited	2000P
Konica Minolta	bizhub Pro 1600P	Smart Imager R11	Limited	1600P
Xerox	DocuTech 6100 series	DocuSP 4.x	Limited	DocuTech61XX
MicroPress Server 7.5	bizhub Pro 1050, bizhub Pro 920, bizhub Pro 5500, bizhub Pro 6500. NOTE: MicroPress supports both 5500 and 6500 but does not make a distinction between the engines. In MicroPress, all models in this series are referred to as 6565KM.	each model supports the same controllers noted above	Limited	MICROPRESS7.5

🔍

Detail

For a model type whose "Support Type" is "Full", all of the Setting Options of the Job Ticket of the Printgroove POD Queue are supported.

1.7 Job Audit Support

The following printers support Printgroove POD Queue's Job Audit feature. Default User Name and Password values are also provided:

Model	Controller	Default User Name	Default Password
bizhub Pro 920	IC-203	NA	NA
bizhub Pro 1050	embedded	NA	NA
bizhub Pro C5500	IC-305 (version 2.0), IC-408	admin	Fiery.1
bizhub Pro C6500	IC-303, IC-305, IC-408	admin	Fiery.1
bizhub Pro C6501	IC-305 8(version 2.0) + latest firmware	admin	Fiery.1

1.8 Standard/Upgrade Feature Support

Several Printgroove POD Queue features have standard levels of support that may be upgraded. To upgrade, additional licensing is required. Please see your Konica Minolta Sales Representative for details.

Basic and upgrade levels of each feature are noted below:

Feature	Standard	Upgrade
Print Jobs	200 total jobs	NA
Simultaneous Users	5	NA
Enabled Printers	5	up to 10
Cluster Support (linking two or more printers together to process a print job)	Not Supported	Supported

The GPL object software is used in this product. The source code of the GPL module is open to the public at the following URL:

● http://konicaminolta.com/opensource/

✎ . . .

Note

GPL is a license of the free software advocated by the GNU project (http://www.gnu.org/). The freedom of the use, reproduction, modification, and redistribution of the GPL object's software is acknowledged. When distributing and reproducing, GPL is obliged to open the source code.

1.9 Where to Go from Here

To help you quickly locate the information you require, an overview of each chapter follows:

Chapter Two: Installing Printgroove POD Queue

Complete procedures for Installing the Printgroove Client are provided in this chapter.

Chapter Three: Configuring Printgroove POD Queue

Configuration procedures are explained in this chapter. The System Administrator must set up many of these before Printgroove POD Queue can be used. Once these are set, there are other configuration options that may be modified on-the-fly.

Chapter Four: Printgroove POD Queue Overview

The main graphical user interface (GUI) is discussed in this chapter. All screen features and their functionality are explained. A useful chapter for familiarizing yourself with the application.

Chapter Five: Printgroove POD Queue Tools

Printgroove POD Queue has several tools that allow you to modify job tickets, create Clusters and Virtual Queues, monitor printers, create Groups and conduct searches. Understanding these tools is integral to maximizing Printgroove POD Queue's printer monitor capabilities. This is a very important chapter that facilitates your understanding of Chapter Six.

Chapter Six: Using Printgroove POD Queue

Once you understand the GUI and the Tools, you are ready to process print jobs. Chapter Six walks you through Printgroove POD Queue's workflow. Tasks specific to each phase of the workflow are explained as are the procedures for dealing with those different situations.

2 Installing the Printgroove POD Queue Client

Before the Printgroove POD Queue client can be installed, the Printgroove POD Server must first be setup. Please refer to the Printgroove POD Queue Quick Install Guide for setup instructions. Once the server is live, Printgroove POD Queue Client can be installed. Please note the following:

● All computers that run Printgroove POD Queue must reside in the same domain/sub-net as the Printgroove POD Server.
● Only one Printgroove POD Server can run in an environment.

2.1 Installing on Windows

1 Locate the Companion CD included with your Printgroove POD Queue package.

2 Insert the CD into the CD/DVD-ROM drive of the computer upon which you wish to install the Printgroove POD Queue client.

– It is an AutoPlay CD. If the CD does not automatically launch, double-click [My Computer] then locate the drive that holds the CD. The CD's name is "Companion CD". Right-click on the CD icon and select [AutoPlay] from the drop-down menu. The Splash screen opens and then the Main Menu screen is launched.

3 Click the word [Software] near the bottom of the screen. A menu opens. Select [POD Queue client]. The Software screen opens. Click the [Download Queue Client] button to begin the installation.

4 Select the Setup Language from the drop-down menu then click the [OK] button. A Crystal Reports notification screen opens. This application must be installed on your system for Printgroove POD Queue to function properly. Click [OK] to install Crystal Reports. If you click [Cancel], the entire install will be cancelled.

5 The InstallShield Wizard is launched. A progress bar tracks the process.

6 The Welcome screen opens.

7 Click the [Next] button. The License Agreement screen opens.

8 There are two radio buttons:
  – I accept the terms of the license agreement.
  – I do not accept the terms of the license agreement.

  – Read through the License Agreement and then select one of the ra-
    dio buttons. If you select the first radio button, continue with Step
    9. If you select the second radio button, the installation is cancelled.

9 Click the [Next] button. The Destination Folder screen opens.

10 By default, Printgroove POD Queue is stored in the following location:
  C:\Program Files\KONICA MINOLTA\Printgroove POD Queue\

  – If you want to change the storage location, click the [Change...] but-
    ton to launch the Change Destination screen.

11 Navigate to the desired location. When complete, click the [OK] button.

12 The Destination Folder remains open.

13 Click the [Back] button if any information needs to be changed. Click
  the [Cancel] button if you wish to cancel the installation. Click the [In-
  stall] button to complete the installation.

14 A progress screen tracks the process.

15 When the installation has finished, the Install Completed screen opens.
  By default, the [Create a Shortcut on your Desktop] check box is se-
  lected. If you do not want the POD Queue desktop shortcut added,
  deselect the check box.

16 Click the [Finish] button to complete the installation.

2.2 Unblocking a Port

Once the client is installed, Printgroove POD server can communicate with your computer. If a firewall is in place, the Printgroove POD Server cannot exchange data with the Printgroove POD Queue client. To resolve the situation, you must unblock a port.

1 From the Windows desktop, select [Start] --> [Control Panel].
   (For Windows 2000, select [Start] --> [Settings] --> [Control Panel].)

2 Double-click the [Windows Firewall] menu option.

3 Select the [Exceptions] tab. Click the [Add Port] button.

4 In the [Name] field, enter Printgroove POD Queue.

5 In the [Port Number] field, enter 6000.

6 Select the [TCP] radio button then click the [OK] button.

   You may now log in to Printgroove POD Queue and configure the application for use.

2.3 Uninstalling Printgroove POD Queue Client

To uninstall the client, follow this procedure:

1 Select [Start] --> [Control Panel]. The Control Panel folder opens.
   (For Windows 2000, select [Start] --> [Settings] --> [Control Panel].)

2 Double-click the [Add or Remove Programs] icon to open the utility.
   Once the screen is populated, locate and select the Printgroove POD Queue icon.

3 Click the [Remove] button. InstallShield Wizard is launched. A popscreen confirms your uninstall request.

4 If you want to continue with the uninstall, click the [OK] button. If you want to stop the uninstall process, click the [Cancel] button.

5 If you click the [OK] button, InstallShield Wizard deletes the Printgroove POD Queue client application components. When the uninstall is complete, the Uninstallation Complete screen opens:

6 Click the [Finish] button to close the screen. The Printgroove POD client is now removed.

3 Configuring Printgroove POD Queue

Once Printgroove POD Queue is installed and a port has been created, the application can be launched and configured for general use. This chapter provides instructions for these procedures. Please note the following general rules:

● You may not operate 2 or more Printgroove POD Queue clients simultaneously on the same computer
● Two or more users may not log in simultaneously using the same User Name and Password

3.1 Launching the Application

To start Printgroove POD Queue, double-click the [Printgroove POD Queue] icon on the desktop.

As an alternative, click the [Start] button, select [Programs], select [KONICA MINOLTA] then click the [Printgroove POD Queue] icon.

Printgroove POD Queue is launched and the log in screen opens.

✎ **...**

Note

It is recommended that several User Accounts be created the first time Printgroove POD Queue is used, at least one being Admin-level (please see "Add a User" on page 3-15 for complete instructions). If this is done, an Admin-level account user may log in during any session and log out any users who exited the application improperly (please see "Log Out a User" on page 3-16 for complete instructions).

3.2 Logging In

1 Enter the IP Address of the Printgroove POD Server.

2 Enter the Port Number used by the Printgroove POD Server. The default value is 8180.

– Note: You enter the fields noted in Steps 1 and 2 the first time you log in to Printgroove POD Queue. These fields are automatically populated for subsequent log ins and only need to be modified if the Printgroove POD Server information changes.

3 Enter the User Name. The default value is qadmin.

4 Enter the Password. The default value is password.

– Note: If LDAP is used for authentication, these default values do not work unless they are also entered in the LDAP database.

5 Click the [OK] button.

Printgroove POD Queue performs two tasks: authentication and server/client compatibility verification.

3.2.1 Authentication

Be default, Printgroove POD Queue authenticates based upon the User Name and Password values entered and stored in Printgroove POD Queue. If you prefer, LDAP authentication may be used. If an LDAP method is used, user accounts must exist in both the LDAP database and either the Printgroove POD Queue or Printgroove POD Guide user accounts data base. If this is not the case, the user cannot log in. Please see the ::Admin for Printgroove User's Guide for more information about LDAP options.

1 If log in is unsuccessful due to errors with the User Name or Password, a failure screen opens to notify you of the situation. If this occurs, verify your [User Name] and [Password] with your System Administrator. Log In will not be allowed until this situation is resolved.

3.2.2 Server/Client Compatibility Verification

1 After authentication is verified, the Printgroove POD Queue client will broadcast the current client version information and check to see if it is compatible with the installed version of the Printgroove POD server.

If the versions are incompatible, a screen opens to notify you of this situation.

2 Click the [OK] button to close the notification screen.

3 Click the [Cancel] button on the Log In screen and inform your System Administrator of the situation. Log In will not be allowed until this situation is resolved.

If the versions are compatible, the Main screen opens.

Once you have successfully logged in, several situations may cause Printgroove POD Queue to close. Please note the following:
- If the Printgroove POD Server is powered down
- If server maintenance is initiated
- If the security key attached to the Printgroove POD Server is removed

In all three cases, an error message will inform you of the condition. Click the [OK] button on the pop-up screen to close the message. Printgroove POD Queue will then shut down. Check with your System Administrator if these situations occur and you have questions.

3.3   Logging Out

1   From the menu, select [File] --> [Log Off]. The user session is ended and the Log In screen opens over the Main screen. The [User Name] and [Password] fields are blank.

2   As an alternative, select [File] --> [Exit]. The user session is ended and Printgroove POD Queue closes.

If a user ends a session but does not use either of these methods to log out, Printgroove POD Queue still considers the user logged in. If a new log in is attempted for the same user, the log in will not be allowed because, technically, the user is still logged on. Admin-level users may log these users out (please see "Log Out a User" on page 3-16 for complete instructions).

If only the default user name and password are used (no other user accounts have been created) and this situation occurs, you will not be able to log back in to Printgroove POD Queue unless you close and restart the Printgroove POD Server. The restart will clear all log in data.

3.4 Menu bar

Printgroove POD Queue's Menu bar provides drop-down access to all application functions including the Configuration settings that follow.

Printgroove provides four user levels:
- A = Administrator
- M = Manager
- O = Operator
- G = Guest

The table that follows lists all functions and notes the supported user-levels. If logged in as an Administrator, all functions are available from the menu. If logged in at any other user-level, the available functions are restricted as noted. Unavailable functions are grayed out and cannot be accessed.

Please see "Managing Users" on page 3-14 for details about adding users and assigning user levels.

Printgroove POD Queue Menu bar

Menu Items			Description	User Level
File	New	Printer	Add a new printer.	AM
		Job Ticket	Create a new Job Ticket.	AMO
		Group	Create a new Group.	AMO
		Cluster	Create a new Cluster.	AMO
		Virtual Queue	Create a new Virtual Queue.	AMO
	Import	Job Ticket + File	Import a .jt- or JDF-type file into Printgroove POD Queue.	AMO
	Export	Job Ticket + File	Export a file from Printgroove POD Queue to a local or networked location. This file can be imported back into Queue.	AMO
		JDF + PDF	Export a file from Printgroove POD Queue to a local or networked location. This file can be imported back into Queue or into any application that reads JDF files.	AMO
		Job Report	Create a Report about all Job Tickets. The .CSV file that is generated is stored locally, in a location you specify.	AM
		Printer Capabilities	Create a JDF file that contains current setup and configuration information for all Discovered printers. This file can be stored locally then imported to another Printgroove POD module (e.g., Printgroove POD Ready).	AM
	Printers	Discover Now	Click and Printgroove POD Queue will immediately begin discovery.	AMOG
	Log Off		End the current session of Printgroove POD Queue.	AMOG
	Exit		Exit Printgroove POD Queue.	AMOG

Printgroove POD Queue Menu bar

Menu Items			Description	User Level
View	Text Size	Larger	Increase font size.	AMOG
		Smaller	Decrease font size.	AMOG
	Refresh		Click to refresh GUI display.	AMOG
	Restore Defaults		Restore Main screen to five panel, initial launch view.	AMOG
	Logs		Displays the Logs panel.	A
Configuration	Server Setup	SNMP	Define SNMP range for discovering devices.	A
		Printgroove POD Connectivity	Define connections for Printgroove POD Serve, Guide, and Ready. Since all applications are currently on a single server, this feature is not required so is inactive.	A
		NIC Setup	Select the IP Address Printgroove POD Queue will use to bind to the POD server (this connection then supports SNMP polling/discovery).	A
		PDF Profile	Select and Upload a PDF Profile to POD Queue.	A
	Operation Setup	Completed Jobs Options	Set storage options for jobs in the Completed Jobs panel.	AMO
		Auto Mode	When "On" is selected, automatic routing of incoming jobs is enabled. When "Off" is selected, jobs must be manually routed.	AMO
		Banner Page Options	Set Banner Page Options: Off, Cluster Jobs Only, All Jobs. Localize the Banner Page and select fonts.	A
		Overage Settings	Specify default overage values for print jobs.	AM
		Manage Users	Add, Edit and Delete Users to Printgroove POD Queue.	AM
Help	Help File		CHM-based Help file.	AMOG
	About Printgroove POD Queue		Product Version information.	AMOG

3.5 Server Setup

SNMP Settings must be selected before Printgroove POD Queue can be used. NIC Setup and PDF Profile settings are optional, based on the requirements of your reprographics department. Only an Administrator may set and modify these settings.

3.5.1 SNMP Settings

Printgroove POD Queue allows you to specify both automatically discovered IP Address ranges and manually added printers. The sub-sections that follow provide setting instructions for all procedures related to Printgroove POD Queue discovery. Please read this entire section before selecting any SNMP settings.

Auto Discovery Mode

By default, the [SNMP Broadcast] radio button is selected. After an SNMP Discovery Range is selected, Printgroove POD Queue will automatically discover printers when this method is selected. Some networks may restrict broadcasts. If discovery fails when [SNMP Broadcast] is selected, change the value to [TCP Socket Connection]. If this does not enable discovery, change the value to [Off]. When [Off] is selected, all printers must be added manually (please see "Manually Adding a Printer" on page 3-25 for details).

✎ **. . .**

Note

For TCP Socket Connection Discovery to function, your network and intended printer devices must allow traffic to and from TCP Port 7.

Set the Discovery Interval

The Discovery Interval is the time interval at which Printgroove POD Queue will query the specified SNMP Discovery Ranges in an attempt to locate and add new printers. The interval rate is set in minutes. The following values are selectable from the drop-down menu: 1, 2, 5, 10, 15, 20, 25, 30. When Auto Discovery Mode is set to [Off], the drop-down is grayed out and a value cannot be selected. If this is the case, the Discovery Interval defaults to two minutes.

Force Immediate Discovery

There may be times when you need to force an immediate discovery rather than wait for the next cycle to begin. If this is the case, use the following procedure:

1 From the menu select [File] --> [Printers] --> [Discover Now]. A pop-up message will open, notifying you that Discovery has been initiated. Click the [OK] button to close the message.

Set the Printer Status Update Interval

The Printer Status Update Interval is the time interval at which Printgroove POD Queue polls the Discovered and Manually Added printers to check status and configuration information. This information is then sent back and updated in the Printgroove POD Queue GUI. The interval rate is set in seconds. The following values are selectable from the drop-down menu: 60, 120, 180, 240, 300. The default value is 120 seconds. This value is mandatory and cannot be disabled.

✎...
Note
If a large number of printers are discovered, the amount of time it takes Printgroove POD Queue to poll and report the values for all the printers may be significantly longer than the values selected. The value only reflects the rate at which the poll is initiated.

Add an SNMP Discovery Range

You may add up to ten exclusive Discovery Ranges. For best performance, three to five ranges are recommended. Additional ranges beyond this recommend may greatly reduce performance.

1 From the menu select [Configuration] --> [Server Setup] --> [SNMP]. The SNMP Setup screen opens.

2 Click the [Add] button. the Add SNMP Range screen opens.

3 Specify the [Start] and the [End] ranges. The values of the first three octets in both fields must be identical.

4 Specify the appropriate [Subnet Mask] for this network.

– NOTE: The Subnet Mask is used in conjunction with the Specified Start and End ranges to determine the appropriate broadcast address. This value must be set correctly for Broadcast-based discovery.

5 Click the [OK] button. The Add SNMP Range screen closes.

6 Click the [Save] button to commit the changes. If the [Cancel] button is selected, the changes will not be saved.

Edit an SNMP Discovery Range

1 From the menu select [Configuration] --> [Server Setup] --> [SNMP]. The SNMP Setup screen opens.

2 Select the Range then click the [Edit...] button. The Edit SNMP Range screen opens.

3 Modify the values as required.

4 Specify the appropriate [Subnet Mask] for this network (as required).

5 Click the [OK] button. If the edited range does not impact any enabled printers, the Edit SNMP Range screen closes. (If you receive a pop-up screen, skip to Step 7 below.)

6 Click the [Save] button to commit the changes. If the [Cancel] button is selected, the changes will not be saved.

7 If the edited range excludes one or more enabled printers, the SNMP range cannot be edited and a pop-up screen will open informing you of this. The pop-up will note the IP Address(es) of the excluded printers. Note these numbers.

8 Click the [OK] button to close the pop-up message.

9 Click the [Cancel] button to close the Edit SNMP Range screen.

10 Close the Server Setup screen.

11 Go to the Destination panel. Locate the printer(s) noted in the pop-up message (see Step 7 above). Right-click on a noted printer and select [Disable] from the drop-down menu. Repeat, as required, for each printer noted in the pop-up message.

12 When all printer(s) are disabled, repeat Steps 1-5 above.

Delete an SNMP Discovery Range

1 From the menu select [Configuration] --> [Server Setup] --> [SNMP]. The SNMP Setup screen opens.

2 Select the Range then click the [Delete...] button. The Delete SNMP Range screen opens.

3 Click the [OK] button. If none of the printers in the selected range are enabled, the Delete SNMP Range screen closes. (If you receive a pop-up screen, skip to Step 5 below.)

4 Click the [Save] button to commit the changes. If the [Cancel] button is selected, the changes will not be saved. If [Save] was selected, the range is removed from the table and any printer icons associated with the deleted range are removed from the Destination panel.

5 If one or more of the printers in the selected range are enabled, the SNMP range cannot be deleted and a pop-up screen will open informing you of this. The pop-up will also note the IP Address(es) of the enabled printers. Note these numbers.

6 Click the [OK] button to close the pop-up message.

7 Click the [Cancel] button to close the Delete SNMP Range screen.

8 Close the Server Setup screen.

9 Go to the Destination panel. Locate the printer(s) noted in the pop-up message. Right-click on a noted printer and select [Disable] from the drop-down menu. Repeat, as required, for each printer noted in the pop-up message.

10 When all printer(s) are disabled, repeat Steps 1-4 above.

Add a Single Printer Manually

Up to ten Discovery Ranges may be specified. There is no limit to the number of Manually Added printers that can appear in the Discovery Range table.

For complete instructions about Manually Adding a printer, please see "Manually Adding a Printer" on page 3-20. If the Manually Added printer's IP Address is not within an existing range, a new entry will appear in the Discovery Range table once the Manual Addition process has completed. The Start and End ranges of this entry will be identical, indicating that a single printer has been specified.

Delete a Manually Added Printer

If you select a Manually Added printer and click the [Delete] button, a pop-up message opens informing you that Manually Added printers cannot be deleted using this method.

For instructions about Deleting a Manually Added printer, please see "Uninstalling a Manually Added Printer" on page 3-27.

3.5.2 NIC Setup

Changing the Server IP Address

If the System Administrator manually changes the Printgroove POD server's IP address, one of the following must be completed in order for Printgroove POD Queue to recognize the new IP address.
● Reboot the server.
● Restart the Printgroove POD Queue server using the following console command:
– $ sudo/etc/init.d/tomcat5.5 restart.
● Restart Tomcat using ::Admin for Printgroove (see the ::Admin for Printgroove User's Guide for details).

Dual NICs

If dual NICs are available on your Printgroove POD server, Printgroove POD Queue will select the first NIC it discovers and use that IP Address to bind to the server for SNMP Auto Discovery Mode. NIC Setup allows you to view the selected NIC and, if required, change it.

1 From the menu select [Configuration] --> [Server Setup] --> [NIC Setup]. The NIC Setup screen opens.

2 The Current POD Queue Server Binding Address field contains the IP Address of the default NIC selected by Printgroove POD Queue.

3 All NIC IP Addresses appear in the Available Server IP Address drop-down. If you wish to change the setting, select a new IP Address from the drop-down menu.

4 Click the [Save] button. A pop-up message informs you that the Print-groove POD server must be restarted in order for the change to take effect. Click the [OK] button to close the pop-up.

3.5.3 Upload a PDF Profile

Printgroove POD Queue may be used to locate then upload a PDF Profile to the Printgroove POD server. Once loaded, the Printgroove POD Driver will take this profile and apply it to all print jobs it processes.

✎ **. . .**

Note
Printgroove POD Guide also provides this setting. Only one PDF Profile is stored on the Printgroove POD server. If a PDF Profile has been up-loaded to the server via Printgroove POD Guide, the profile uploaded from Printgroove POD Queue will overwrite the earlier setting. The reverse is also true.

To upload a PDF Profile, follow this procedure:

1 From the menu select [Configuration] --> [Server Setup] --> [PDF Pro-file]. The PDF Profile screen opens.

2 Click the [Upload] button. The Open screen appears.

3 Navigate to the PDF Profile (.job-options-type file) you want to upload.

4 Click the [Open] button. The Open screen closes. The file you selected should now appear in the text field of the PDF Profile screen.

5 Click the [Save] button. The file is uploaded to the Printgroove POD server.

3.6 Operation Setup

After the SNMP settings have been specified, user accounts must be created before users can access Printgroove POD Queue. Auto Mode, Banner Page, Completed Jobs Options, Overage Settings and Printer Processing Order options may then be set.

3.6.1 Managing Users

On initial launch, the Administrator must create the user accounts. Any person assigned a user-level of Manager may subsequently modify user accounts.

User accounts may be created for an unlimited number of users. However, only five users may concurrently use Printgroove POD Queue.

To create and manage accounts, follow this procedure:

1 From the menu select [Configuration] --> [Operation Setup] --> [Manage Users]. The Manage Users screen opens.

2 All Current Users are listed in the main right panel. The following statistics are also provided:

– Logged In: If the value is "Yes," this indicates that the user is currently logged in. If the value is "No," this means the user did not properly log out when they ended their session.
– User Name: Assigned name of user.
– User Role: Administrator, Manager, Operator or Guest.
– Log In Time: The time the user's session began.

From this screen you may Add, Edit, Delete or Log Out a user.

Add a User

To Add a user, follow this procedure:

1 From the menu select [Configuration] --> [Operation Setup] --> [Manage Users]. The Manage Users screen opens.

2 Click the [Add] button. The Add User screen opens.

3 Fill out the mandatory text fields: User Name, Password (original entry and re-entry), User Role

   – Note: The User Role defaults to Guest if a value is not selected.

4 If required, fill out the remaining text fields: First Name, Last Name, and Email Address.

5 Click the [Save] button. The screen closes and the user is added to the list.

Edit a User

To edit a user's account, follow this procedure:

1 From the menu select [Configuration] --> [Operation] --> [Manage Users]. The Manage Users screen opens.

2 Locate the user's name in the list and click to select it.

3 Click the [Edit] button. The Edit User screen opens.

4 Modify the data fields as required.

   – Note: User Name may not be modified. If you need to modify this field, delete the User and create a new user account with the correct name.

5 Click the [Save] button. The screen closes and the user's account is edited as specified.

Delete a User

When you Delete a user, that person is removed completely from Printgroove POD Queue and can no longer access the application. To Delete a user's account, follow this procedure:

1 From the menu select [Configuration] --> [Operation Setup] --> [Manage Users]. The Manage Users screen opens.

2 Locate the user's name in the list and click to select it.

3 Click the [Delete] button. The Delete User screen opens.

4 Click [Delete User] to delete the user account.

✎ **. . .**

Note

If the user is currently logged in, they are able to user Printgroove POD Queue as long as their current session lasts. Once they log out, all future log ins are prevented.

When you log in to POD Queue, you cannot delete the account you used to log in with.

If you attempt to do this, a pop-up message will open and inform you that this is not possible.

Log Out a User

When you Log Out a user, that person's current session is ended.

1 From the menu select [Configuration] --> [Operation Setup] --> [Manage Users]. The Manage Users screen opens.

2 Locate the user's name in the list and click to select it. If the [Logged In] value is [No], the [Logout] button is grayed out and cannot be selected. If the value is [Yes], the [Logout] button is active.

3 Click the [Logout...] button. The Log Out User verification screen opens.

4 Click the [OK] button to Log Out the user. If the user is active, a pop-up screen will open on their system and notify them that they have been logged out. When they close the pop-up screen, their Printgroove POD Queue session will end. They must log back in to resume use.

✎ **. . .**

Note

You cannot log yourself out. If you attempt to do this, a pop-up message will open and inform you that this is not possible.

Refresh the Display

When you Add, Edit, Delete or Log Out a user account, that information is automatically updated in the Manage Users screen. If a new user logs on or off while the Manage Users screen if open, you must click the [Refresh] button to display these changes.

Cancel Button

When you click the [Cancel] button on the Manage Users screen, the screen closes. Changes made via the Add, Edit or Delete screens are not effected by this action.

3.6.2 Account Synchronization

If you are also using Printgroove POD Guide, you may synchronize the User Accounts between Guide and Queue. Please note the following:

● You must launch the ::Admin for Printgroove application and use its Account Synchronization feature (please see the ::Admin for Printgroove User's Guide for complete details). Once the ::Admin for Printgroove process is completed, you must reboot the Printgroove server to affect the changes.

● If new users are added to Guide and the POD Server is rebooted, they will automatically be synchronized with Queue.

● All user accounts created in Guide automatically default to Manager-level account when they are synchronized with Queue.

3.6.3 Completed Jobs Options

The number of jobs stored in the Completed Jobs panel can be specified from the Completed Jobs Options screen.

These settings may be set or modified at any time after the Server Setup is complete and user accounts are created. Anyone with an Operator or higher user-level can modify this setting.

1   From the menu select [Configuration] --> [Operation Setup] --> [Completed Jobs Options]. The Completed Jobs Options screen opens.

2   By default, the Maximum Number of Stored Jobs value is set to 200. You may enter a new numeric value in the field (the range is 1 - 200).

3   Click the [Save] button to apply the settings.

✎ ...
Note
The Printgroove POD server must be restarted for these changes to take effect.

3.6.4 Auto Mode Settings

When Auto Mode is On, Printgroove POD Queue reads the job ticket settings of incoming print jobs and compares these to the printer capabilities of all Enabled printers (as well as the Clusters that contain these printers). If an exact match is found, the job is automatically routed to a matching Cluster or a printer's queue and processed normally.

Check the Status Bar for the current Auto Mode setting. [Auto Mode: On] displays when Auto Mode is active. If Auto Mode is not active, [Auto Mode: Off] is displayed in the Status Bar. [Off] is the default setting.

Auto Mode may be activated or deactivated at any time after the Server Setup is complete and user accounts are created. Anyone with an Operator or higher user-level can modify this setting.

1   From the menu select [Configuration] --> [Operation Setup] --> [Auto Mode]. The Auto Mode screen opens.

2   Select the [Auto Mode On] or [Auto Mode Off] radio button.

3   Click the [Save] button to apply the settings.

✎ **. . .**

Note
The Printgroove POD server must be restarted for these changes to take effect.

3.6.5 Banner Page Options

Whenever a job is sent to a printer, Printgroove POD Queue prints a Banner page. The Banner page notes Job Ticket Settings and Customer Information as well as Constraint and Non-Supported Settings details. You may disable this feature, meaning jobs will print without Banner pages. You may also limit the feature so that a Banner page prints for Cluster jobs only. The latter option makes it easier to identify and recombine the individually printed segments of split jobs.

After Server Setup is complete and user accounts are created, Banner Page Options may be modified via this screen. Anyone with an Operator or higher user-level can modify this setting.

1 From the menu select [Configuration] --> [Operation Setup] --> [Banner Page Options].

The Banner Page Options screen opens.

2 By default, the [All Jobs] radio button is selected. To disable the Banner page function, select the [Off] radio button. To have Printgroove POD Queue only print a Banner page for jobs processed through a Cluster, select the [Cluster Jobs Only] radio button.

3 Click the [Save] button to apply the settings. If [Cancel] is selected, no new value will be saved.

✎ **. . .**

Note
The Printgroove POD server must be restarted for these changes to take effect.

Banner Page Language Support

By default, the Banner Page values print in English. You may translate these values so that the Banner Page prints in your local language. Only a Administrator-level user may modify these settings.

To localize the Banner Page, follow these steps:

1 From the menu select [Configuration] --> [Operation Setup] --> [Banner Page Options]. The Banner Page Options screen opens.

2 Click the [Export] button. On the screen that opens, navigate to the place you want to store the Banner Page string table. Assign a meaningful name to the file then click the [Save] button. The string table is saved as a .txt-type file.

3 Close the [Operation Setup] screen.

4 Locate the .txt-type file exported in Step 2 above. Open the file and translate all the values that appear to the right of the equal (=) sign. Do not modify anything to the left of the equal sign, do not delete the equal sign and do not add or remove lines since these actions may corrupt the file.

5 Save and close the translated file.

6 Repeat Step 1 above then click the [Import] button. On the screen that opens, navigate to the translated .txt-type file, select it then click the [Open] button. The translated file is uploaded to Printgroove POD Queue.

✎ **. . .**
Note
Thought the file is uploaded it will not be applied to the Banner Page until the Printgroove POD server is restarted.

For the uploaded file to display properly, you must also upload a font that supports the character set. There are two types of data in the uploaded file: Headers and Body text. Headers are bold and are used for the title of the Banner Page and the section divisions. All other text is Body text and is not bold. A Header and a Body font must be uploaded to Printgroove POD Queue.

✎ **. . .**

Note

Only True Type Fonts (.ttf) should be selected.

If multiple character sets are required, you must upload a font that supports these sets.

You must have the proper license for all fonts you upload. Konica Minolta provides no licensing for fonts and assumes no responsibility for the fonts you upload.

You may use the same font for the Header and Body fonts or you may use a different font for each. In either case, the following steps must be completed:

1 From the menu select [Configuration] --> [Operation Setup] --> [Banner Page Options]. The Banner Page Options screen opens.

2 Click the [Upload] button to the right of the Header Font Selection text field. Navigate to the correct ttf-type font file. Select it then click the [Open] button. The font is uploaded to Printgroove POD Queue and the Font Name appears in the Header Font Selection text box.

3 Click the [Upload] button to the right of the Body Font Selection text field. Navigate to the correct ttf-type font file. Select it then click the [Open] button. The font is uploaded to Printgroove POD Queue and the Font Name appears in the Body Font Selection text box.

4 Click the [Save] button. A pop-up opens informing you that the Printgroove POD server restart is required for the changes to take effect. If the [Cancel] button is selected, it has no effect on any uploaded .txt- or .ttf-type files. These uploaded values will be applied once a server restart takes place.

5 Click the [OK] button to close the pop-up screen.

6 Restart the Printgroove POD server.

7 If there is a problem with the uploaded files, a pop-up message will inform you of the situation. A new .txt file will need to be created and uploaded.

8 If no pop-up message is encountered, the values are accepted by Printgroove POD Queue. Print a test job and check the Banner Page to make sure it prints as expected.

9 To restore the Banner Page to its default values, click the [Restore Defaults] button.

10 If you wish to upload a new .txt. or .ttf file, these actions can be completed at any time, individually or in combination. If only one value is changed, the others retain their current settings. To implement any new changes, however, a server restart is required.

3.6.6 Overage Settings

Extra copies of print jobs may be required for internal, reprographics department usage. If required, this overage value may be set and applied to all jobs that meet the defined criteria. When this method is applied, extra copies will then print automatically. The resources used for these extra copies will be included as a part of the Job Audit information and can then be used when considering the billed versus the actual cost of a print job.

Add an Overage Setting

To Add an Overage Setting, follow this procedure:

1 From the menu select [Configuration] --> [Operation Setup] --> [Overage Settings]. The Overage Settings screen opens.

2 Click the [Add] button. The Add Overage Setting screen opens.

3 Specify a [From] and [To] value in the [Copy Range] fields. All print jobs that have a copy count that falls within this range will print the number of extra copies entered in the next step. The values you specify cannot overlap with an existing Copy Range. If they do, a pop-up message will open and inform you of the situation.

4 Specify a numeric value in the Overage Value field. This is the number of extra copies that print for every job with a copy value that falls within the range you have specified. You may enter a number between one and nine.

5 Click the [Save] button. The screen closes and the new Copy Range appears in the Overage Settings table.

Edit an Overage Settings

To edit a user's account, follow this procedure:

1   From the menu select [Configuration] --> [Operation Setup] --> [Overage Settings]. The Overage Settings screen opens.

2   Select the value you want to modify.

3   Click the [Edit] button. The Edit Overage Setting screen opens.

4   Modify the values as required.

5   Click the [Save] button. The screen closes and the user's account is edited as specified.

Delete an Overage Setting

To delete an Overage Setting, follow this procedure:

1   From the menu select [Configuration] --> [Operation Setup] --> [Overage Settings]. The Overage Settings screen opens.

2   Select the value you want to delete.

3   Click the [Delete] button. A verification screen opens.

4   Click the [OK] button to delete the value. If you click the [Cancel] button, the request is cancelled and the value remains in the table.

3.7 Printer Management

The Printers section of the Destination panel lists all the printers available for use with Printgroove POD Queue. If you are automatically discovering printers via SNMP, this list is populated automatically and may include KONICA MINOLTA printers or any supported third-party printer. If you are manually adding printers, this list is populated as you add those printers. You may use SNMP Discovery and manually add printers (please see "SNMP Settings" on page 3-8 for details).

While an unlimited number of printers can appear in the Destination panel, Printgroove POD Queue limits the number of printers that can be actively monitored and to which print jobs may be sent. By default, this number is five. Should you wish to add additional devices, please see your Konica Minolta Sales Representative.

From the selection of printers that appear in the Destination panel, you must select and actively *Enable* the five (or more, if licensed) printers you wish to monitor and use to print jobs. You need to do this before Printgroove POD Queue can be used.

You may change these settings regularly. If an *Enabled* printer experiences a fatal error and is off-line, or if an *Enabled* printer must stop for a PM, those printers can be *Disabled* and other printers *Enabled* so that Printgroove POD Queue operates with the maximum allowed printers.

All but *Guest*-level users may *Enable* or *Disable* printers.

Procedures for *Manually Adding* and *Uninstalling* printers and *Enabling* or *Disabling* printers follow.

3.7.1   Manually Adding a Printer

1   From the menu select [File] --> [New] --> [Printer]. The Add Printer screen opens.

2   From the drop-down menu, select a Printer Model. By default, the first Printer Model in the list is selected.

–   Note: Only models that appear in this list may be manually added.

3   Specify an IP Address. This field is mandatory.

4   If required, specify the Printer Name, Location and Contact Person and Printer Priority.
These values will display in the Details panel and the Printer Monitor. The Printer Name will also display under the printer's icon in the Destination panel. Any value entered here will overwrite values sent via the printer's Host Utility. These new values, however, will only appear in Printgroove POD Queue. The first three values are optional; the fourth defaults to Normal.

5   Some third party printers require you to create and name a Device Queue through which data is conveyed between the printer and Printgroove POD Queue. Once created, the Device Queue must be registered with Printgroove POD Queue. If this field appears on the Add Printer screen, the value is mandatory. See your System Administrator if you have questions.

6   The remaining fields on the screen will vary based on the printer model. Any remaining fields may be left blank.

7   Click the [Save] button. The new printer's icon is added to the Destination panel. If the printer's IP Address is not included in any SNMP Discovery Range you have created, a value for this printer will be added to the SNMP Discovery Range table (please see "Add a Single Printer Manually" on page 3-12 for details).

✎ . . .
Note
Some printers do not provide Status information that Printgroove POD Queue can access. In these cases, the printer icon will not reflect the ac-

tual status of the printer. If the printer is Enabled, its Status will always be Ready, indicated by a green icon.

The server polling rate for manually added printers is 60 seconds. The default Printer Status Update Interval is 60 seconds. This may be modified (please see "Set the Printer Status Update Interval" on page 3-9 for details).

3.7.2 Adding Support for Third-Party Devices

Printgroove POD Queue provides limited support for several third-party devices. For a list of these devices and complete instructions regarding their use, please see your Konica Minolta Sales Representative.

3.7.3 Special Feature: Booklet Shrink to Fit

A patch and a Firmware update are required for this option to work properly. Please see your Konica Minolta Sales Representative for more information including a list of supported printers.

Once the patch/update are installed, the printer will provide the Special Feature Booklet Shrink to Fit on the supported printers for 5 Paper Sizes: A4, B4, 81/2 x 11, 11 x 17 and A3. The following workflow is then supported:

1 From the Inbox panel the Document Size column of Job a shows a value of A4. This is the page size value read by Printgroove POD Queue from the job's PDF file.

2 Double-click the job to open the Job Ticket Editor. Select [Basic Settings] --> [Paper]--> [Paper Size] and set the value to [A4].

3 Select [Layout Settings] --> [Print Type] and set the value to [Booklet].

4 Close the Job Ticket Editor.

5 When the job is processed on a patched/updated printer, the printer will shrink the original PDF document size and print pages 1 and 2 of the PDF file on a single A4 sheet of paper.

🔍
Detail
This setting must be manually activated by a Printgroove POD operator.
See "Special Feature: Booklet Shrink to Fit" on page 5-82 for details.

3.7.4 Installed Feature: High Chroma Printing Support

Printgroove POD Queue supports the bizhub PRO C65hc, a printer that pro-
vides more complex Color Management settings. In order to ensure that print
jobs that require these settings get to the correct printer, Printgroove POD
Queue has added a new Installed Feature High Chroma setting (see "Job
Settings" on page 5-7 for details about setting this value in a job ticket).

This setting must be manually activated by a Printgroove POD operator. See
"Installed Feature: High Chroma Printing" on page 5-82 for details.

3.7.5 Uninstalling a Manually Added Printer

1 If the printer is currently Enabled, right-click on the printer's icon in the
Destination panel and select Disable from the drop-down menu.

2 Right-click on the printer's icon in the Destination panel and select Un-
install from the drop-down menu. The Uninstall Printer screen opens to
verify your request.

3 Click the [OK] button to uninstall the printer or the [Cancel] button to
cancel the request. If the [OK] button is clicked, the printer is removed
from Printgroove POD Queue. The icon is removed from the Destina-
tion panel. If a value was added to the SNMP Discovery Range table, it
will also be removed.

3.7.6 Enabling a Printer

When a printer is *Enabled*, it can be monitored by and receive jobs from Printgroove POD Queue.

All printers that support SNMP discovery and that freely share JDF data about the printer are displayed in the Printers' section of the Destination panel.

✎ **. . .**

Note

*While this may be enough information to generate an icon and basic status information, it does not mean Printgroove POD Queue supports print job management. If you try to **Enable** a third-party device that is not supported, a pop-up message informs you that the selected device cannot be enabled.*

To *Enable* a printer, follow this procedure:

1 Right-click on a *Disabled* printer's icon in the Destination panel. The drop-down menu opens.

2 Select [Enable]. Unless notified otherwise, the printer is now *Enabled* and can receive jobs and be monitored.

✎ **. . .**

Note

A pop-up message notifies you if you have exceeded your licensed limit of Enabled printers.

3.7.7 Disabling a Printer

When a printer is *Disabled*, it cannot be monitored by nor receive jobs from Printgroove POD Queue. To *Disable* a printer, follow this procedure:

1 Right-click on an *Enabled* printer's icon in the Destination panel. The drop-down menu opens.

2 Select [Disable]. The printer's icon turns gray indicating the printer is *Disabled*.

3.7.8 Enabling Printer Options

In order for Printgroove POD Queue to properly implement Auto Mode or Selection panel recommends, it must understand which finishing options are installed for each printer. After Enabling a printer, double-click the printer's icon to open the Printer Monitor. By default, the Options page is displayed. From here you must install all available finishing options for all discovered and manually added printers. Please see "Options" on page 5-72 for details about this procedure.

3.7.9 Exporting Printgroove POD Queue Printer Capabilities

If another Printgroove POD module allows the user to select a printer before the job is sent to Printgroove POD Queue, that module must import a Printgroove POD Queue printer capabilities file. The JDF file that is generated contains current setup and configuration information for all Discovered printers. To create and export a Printer Capabilities file, follow this procedure:

1 Select [File] --> [Export] --> [Printer Capabilities].

2 The Save As screen opens. Specify the storage location.

3 Click the [Save] button. A JDF file is created and stored in the specified location.

This file must then be imported into another Printgroove POD module in order to read and store the values. That procedure is discussed in the User's Guide for the specific module.

3.8 Logs

Printgroove Logs tracks various Error, Warning and Information Events that occur as a print job is processed. Only an Administrator can access this information.

To launch the Printgroove POD Queue Logs, follow this procedure:

1 From the menu select [View] --> [Logs]. The Logs screen opens.

Log Entry Type Filter

Three checkboxes at the top of the screen allow you to specify the type of log entries you wish to view. The choices are [Error], [Warning] and [Information]. One or all of the checkboxes may be selected.

Log Entry Data

For all log entries, the following information is provided:
● Type: Error, Warning or Information
● Date/Time: date and time the event occurred
● Sender: when relevant, the User associated with the event
● Process ID: the process to which the event belongs
● Event: an explanation of the event itself

The following Log Events are tracked:

Printgroove POD Queue Log Events

Log Entry Type	Process ID	Event
Error	Server	Security Key Removed
	PDF	PDF File Error (not a valid PDF file)
		PDF File not found
	Printer	Enable Printer Failed
		Multiple servers running
Warning	Users	User Log In Max reached

Printgroove POD Queue Log Events

Log Entry Type	Process ID	Event
Information	Server	Printgroove POD Server Start
		Printgroove POD Server Stop
	Job Ticket Number	New Job
		Delete Job
		Edit Job
		Job Process
		Job Cancel
		Job Complete
		Job Rush
		Job Move
		Job Reject
	Printer	Add new Printer
		Delete Printer
		Enable Printer
		Disable Printer
	Users	Add User
		Delete User
		Edit User
		User Log In
		User Log Out
	Virtual Queue	Add New Virtual Queue
		Delete Virtual Queue
		Edit Virtual Queue
	Cluster	Add New Cluster
		Delete Cluster
		Edit Cluster
		New Printer Added to Cluster
		Printer Deleted from Cluster
	Group	Add Group
		Delete Group
		Edit Group

Function Buttons

The three buttons at the bottom of the screen enable the following functions:
- Delete All: clears the Logs screen of all entries. A pop-up screen will verify the request.
- Export: allows you to specify a location to which all Log data is exported. Exported data is saved in .CSV format.
- Exit: closes the Logs screen

3.9 Job Ticket Report

You may create and export a Printgroove POD Queue Job Ticket Report. When created, the report consists of two .CSV files. The reports will contain the following information:

● **generalReport.CSV**

Selected Job Ticket values are displayed in this file. The values appear under the following headers:

● Job Ticket Number
● Job Ticket Name
● Document Name
● Job Type
● Job Creator
● Submission Time
● Due Date
● Number of Document Pages
● Job Priority
● Target Location
● Customer Company Name
● Job Status
● Completion Time
● Copies
● Paper Size
● Paper Type
● Paper Name
● Color Intent
● Number of B&W Pages
● Number of Color Pages

● **resourceReport.CSV**

Selected Job Audit values are displayed in this file. The values appear under the following headers:

● Job Ticket Number]
● Device IP Address (of the printer)
● Tray Name
● Paper Size
● Paper Type
● Paper Weight
● Paper Color
● Consumables (staples, punch occurrences and toner info will all appear in this field)

The information displayed for each Job Ticket will depend upon where it is in the Printgroove POD Queue process. Jobs in the Inbox, processing or waiting to process in the Printer Jobs panel will not be included on the resourceReport.CSV file.

This information is exported as two .CSV files and can be saved locally.

To create and export a **Job Ticket Report**, follow this procedure:

1 From the menu select [File] --> [Export] --> [Job Report]. The Save As screen opens.

2 Specify the storage location.

3 Click the [Save] button. The reports are generated and then stored as two .CSV files in the specified location.

4 Overview: Printgroove POD Queue

The purpose of this chapter is to provide a basic overview of Printgroove POD Queue. This chapter explains how to access and close the application. License Access Limitations are explained as are the rules for entering information in Printgroove POD Queue's text fields. An overview of the application's main Graphical User Interface (GUI) follows. In this overview, each panel is described and the basic use and customization features are explained.

Once you understand these basic features, you have the knowledge necessary to use the Printgroove POD Queue tools (discussed in Chapter 5).

4.1 License-Specific Use Limitations

Certain functions in Printgroove POD Queue are constrained by limitations specified in your software license agreement. These limits are also noted in the System Status bar at the bottom of the main GUI. (Please see "System Status" on page 4-16 for complete details.) When a limit is encountered, a pop-up message provides details about the situation.

Maximum Supported Jobs Reached

Your version of Printgroove POD Queue may limit the number of jobs Printgroove POD Queue can manage. If a pop-up informs you that this situation exists, you must remove print jobs before more can be added.

Maximum Supported Printers Reached

All versions of Printgroove POD Queue limit the number of printers Printgroove POD Queue can manage. If a pop-up informs you that the limit has been reached, you cannot Enable any more printers. You must Disable one printer before Enabling a different printer.

Maximum Supported Users Reached

All versions of Printgroove POD Queue limit the number of simultaneous users that Printgroove POD Queue supports. If a pop-up informs you that the limit has been reached, at least one active user must log out before another user can log in.

Security Key Removed

Each Printgroove POD Server is provided with a security key (or dongle). This key must be connected at all times. If the key is removed during an active session, a pop-up informs you of the situation. Click the [OK] button on the

pop-up screen and the application closes. The key must be reinserted into a USB port of the Printgroove POD server before the application can be used. See your System Administrator.

Maintenance Mode

::Admin for Printgroove is a web utility that enables remote diagnosis of the Printgroove POD server. If this utility is open and Printgroove POD Queue settings are being modified during an active session, a pop-up screen will inform you of this situation. Click the [OK] button on the pop-up screen and the application closes. No user can log back in until Maintenance is complete.

4.2 Banner Page

By default, Printgroove POD Queue prints a Banner page for each job it processes. This setting may be modified. Please see "Banner Page Options" on page 3-19 for details.

When the function is active, a Banner page prints before the print job or either Letter or A4 paper (regardless of the size of paper used for the print job). The Banner page paper size is determined by the setup language selection made when Printgroove POD Queue is installed. If US English is selected, Letter paper is used. All other languages will print the Banner page on A4 paper.

When a print job enters Printgroove POD Queue, a randomly assigned, five-character, alphanumeric ID is applied, for example 0002D. When this job is sent to a printer, the job is split into two portions:
- 0002D_1 is the job's Banner page. When this number appears in the Printer Jobs panel, it indicates that the job's Banner page is printing.
- 0002D_2 is the print job itself. When this number appears in the Printer Jobs panel, it indicates that the print job is processing.

The Banner page contains important information about the print job, making it easy to identify the printed job as well as any finishing options that may need to be completed off-line. The Banner page provides the following details:

✎ **. . .**

Note

In the case of a job for which [Save in User Box] is selected as an Output Method, the Banner Page is not output.

Printgroove POD Queue Banner Page Settings

Menu	Sub-Menu	Value
Job Ticket Information		JOB TICKET INFORMATION
	Job Ticket Number	varies: ex:0023D
	Date	ex: 6/7/2007
Job Info Settings	Job Type	Color Split, Page Split, Quantity Split, Color Pages for Job #, Black & White Pages for Job Number
	Job Current Set	Pages start to end for Job Number #
	Job Name	ex: Job 123
	Job Priority	Rush, Normal
	Job Submit Time	ex: 6/7/2007 12:00:00 PM
	Job Due Date	ex: 6/12/2007 12:00:00 PM
	Job Notes	Job Ticket Editor Notes field text
	Document Name	ex:Job123.pdf
	Copies	ex: 50
	Pages	ex: 400
	BW Pages	ex: 100
	Color Pages	ex: 300
	Layout	ex: Double-Sided
	Finishing	Binding, Punch, Trim & Fold values
Customer Information	Company	Customer Specific
	Name	
	Address	
	Phone	
	Fax	
Job's Device Constraint Information	Constraint Information	Notes any Optional constraints that were encountered for the print job. Off-line work may be required to resolve these.
Non-Supported Information	Non-Supported Fields	Notes any settings options not supported by Printgroove POD Queue but that are a part of the Job processing requirements noted on the Job Ticket.

4.3 Text Use Conventions

Any field in which you can enter text is constrained by the following limits:

Character Limits

Single- and double-byte, alphanumeric characters may be entered in any text field except the Customer Information field (see below). There is a 64-character limit to all text fields, single- or double-bite (except as noted below).

Prohibited Characters

The following characters may not be entered into any text field: ' * \ | : ; < > /

None of the following characters can be entered in the noted fields: ~ ! # $ % ^ &

The following fields have character restrictions:
- Job Ticket Editor --> Job Ticket/Template Names (& allowed for Job Ticket Name)
- Group Editor --> Group Name
- Cluster Editor --> Cluster Name
- Virtual Queue Editor --> Virtual Queue Name
- Search Editor --> Saved Search Names
- User Management --> User Name
- PDF File Name (when submitted to Printgroove POD Queue) (& allowed)

Customer Information Text Field Limits

The [Phone] and [Fax] fields can only contain numbers, dashes (-) or periods (.). The dash or period may be used a separator between groups of numbers. For example, 1-213-555-1122 or 1.213.555.1122.

The Email Address field may contain any single- and double-byte, alphanumeric characters and the following symbols are allowed: ! # $ % & \´ * - / ? ^ _ | ~ . ` . The { } characters are legal as long as they are used correctly (one of each and in the correct opening and closing positions). The @ may be used but only once in an address.

The following characters are illegal: + = [ ] : ; " < > , .

Printgroove POD Queue User Name Limitations

When creating a User Name for use with Printgroove POD Queue, these rules apply:
● The User Name has a 15 character limit
● Single-byte, alphanumeric characters (0-9, z/Z - z/Z)
● A period "." is allowed
● The value is case-sensitive
● Spaces are not allowed

Printgroove POD Queue Password Limitations

When creating a Password for use with Printgroove POD Queue, these rules apply:
● The password must be a minimum of seven characters and a maximum of 15
● Single and double-byte, alphanumeric characters and the following symbols are allowed: ' ~ ! @ # $ % ^ * ( ) _ + - + { } [ ] | : ; , . /
● The value is case-sensitive
● Spaces are not allowed

✎ **. . .**

Note

All noted limits for the Printgroove POD Queue User Name and rules for creating the Printgroove POD Queue Password only apply if authentication is done via the Printgroove POD Queue database. If Active Directory Authentication or Login Authentication is used, password limitations are defined via the selected server's limits. These other authentication options must be set via ::Admin for Printgroove. Please see that application's User's Guide for details.

4.4 Printgroove POD Queue Display Panels

There are five display panels in Printgroove POD Queue's Main screen: ***Inbox*** (1), ***Printer Jobs*** (2), ***Completed Jobs*** (3), ***Destination*** (4) and ***Information*** (5). By default, all five panels are open and positioned as shown:
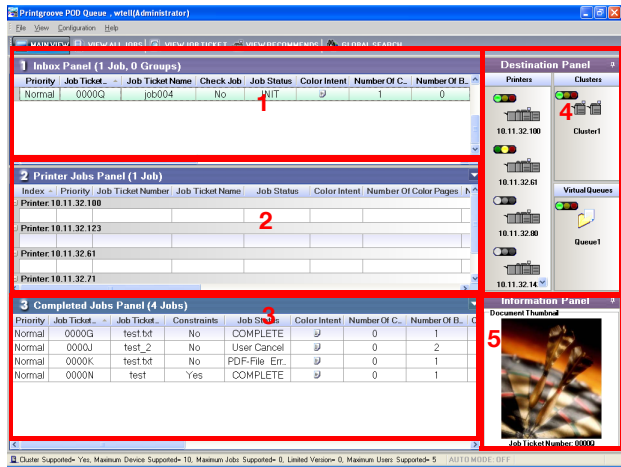
4.4.1 Inbox Panel

The Inbox panel contains all new Print jobs sent to Printgroove POD Queue as well as all Groups you have created and the jobs they contain.

The total number of Inbox panel jobs and the number of [Groups] appear parenthetically in the Inbox panel's header row.

By default, the newest jobs enter at the bottom of the Inbox panel or the Group and the oldest jobs are at the top of the Inbox panel or the Group.

While Printgroove POD Queue processes incoming jobs, various status values will appear in the [Job Status] column. The print job cannot be moved to a printer, Cluster or Virtual Queue until the [Job Status] is [INIT]. If the value of the #Color Pages and #B/W Pages columns is 0, Printgroove POD Queue is still processing the PDF file and the job cannot be moved until numeric values appear in one or both the columns.

✎ **. . .**

Note

Non-INIT jobs may be Cancelled, Deleted, Rejected, Completed or Moved to a Group or the Completed Jobs panel.

Four types of jobs may be displayed in the Inbox:

1. Print

This is the default type for jobs that enter Printgroove POD Queue.

2. Proof

This is a user-defined setting. This setting allows you to print a single preview copy of the job. (Please see "6. Output Method" on page 5-18 for details about this setting).

3. Box

This is a user-defined setting. This type of job is stored directly to the printer engine's hard drive using Printgroove POD Queue. These jobs may be re-printed at any time. (Please see "6. Output Method" on page 5-18 for details about this setting).

4. Copy

A job ticket may be created in Printgroove POD Queue that does not contain a print document. The actual document may be printed from a hard copy or off a disc. And also, for a job ticket attached with two or more data, the job type is displayed as "Copy". On occasions like that, open the job ticket to specify the print data. You may use Printgroove POD Queue to track this type of job, then issue a command to manually Complete the job once it has print-ed. (Please see "Manual Completion" on page 6-11 for complete instruc-tions.)

5. Non-Queue

Printers may receive print jobs from sources other than Printgroove POD Queue.

POD Queue accounts for these jobs in the following ways:
● Non-Queue jobs appear as incomplete entries in the Printer Jobs panel, in the folder of the printer to which they are assigned. The Job Ticket Name field will contain the value Non-Queue job.
● You cannot modify these job from within Printgroove POD Queue. They may be modified via the LCD panel of the printer to which they are as-signed or via the printer's driver.

4.4.2 Groups

A Group is a holding location for jobs that can be batched and processed at one time.

Groups are optional. If you do not create a Group, none appear in Print-groove POD Queue. If you do create a Group, a single row in the Inbox panel identifies the name of the Group.

For a complete discussion of Groups, please see "Group Editor" on page 5-47.

4.4.3   Printer Jobs Panel

The Printer Jobs panel tracks the progress of all jobs assigned to enabled printers.

The Printer Jobs panel is divided into folders, one for each enabled printer. Each printer folder is identified by the name or IP Address assigned to the printer. The jobs assigned to each printer appear below the printer's header row. The newest jobs are at the bottom of the folder, the oldest jobs are at the top of the folder. The jobs print from top to bottom.

Printers may receive jobs from sources other than Printgroove POD Queue. Should this occur, non-Queue jobs appear as incomplete entries in the Printer Jobs panel folder of the printer to which they are assigned. The Job Ticket Name field will contain the value Non-Queue job. You cannot modify these jobs from within Queue. These jobs may be modified via the LCD panel of the printer to which they are assigned or via the printer's driver.

4.4.4   Completed Jobs Panel

The Completed Jobs panel tracks all Completed, Canceled and Rejected jobs that have passed through Printgroove POD Queue. If Printgroove POD Queue is a stand-alone application, the Completed and Cancelled jobs may be reprinted. If Printgroove POD Queue is used in conjunction with Printgroove POD Guide, no information is stored in the Completed Jobs panel. These jobs can only be reprinted through Printgroove POD Guide.

The total number of jobs that appear in the panel is noted parenthetically in the panel's header row. The newest jobs are at the bottom of the panel, the oldest jobs are at the top of the panel.

4.4.5   Destination Panel

The Destination panel is divided into three sections: Printers, Clusters and Virtual Queues. An iconographic image of each Printer, Cluster or Virtual Queue is provided to which print jobs may be dragged-&-dropped. All icons include a name.

The Printer section of the Destination provides an icon for each discovered printer. By default, Printgroove POD Queue allows you to Enable and monitor five of these printers. (Please see "Enabling a Printer" on page 3-28 for more details about this procedure.) To the left of each printer's icon is a colored, circular icon. The circular icon may be one of four colors. The colors and the states they represent are as follows:

● Green: the printer is online and available for jobs.

● Red: the printer has a critical error and jobs cannot be processed until this situation is resolved.
● Yellow: the printer has a warning condition. Jobs may continue processing.
● Gray: the printer is Disabled. Jobs cannot be sent until the printer is Enabled.

In addition to the status icons, each printer's name is also noted underneath the printer image. Printer names are assigned via a printer's Host Utility. For complete details, please see "Host Utility" on page 5-84. If a name has not been assigned, the printer's IP address appears instead.

Double-clicking an icon opens a secondary editing feature, the Printer Monitor, the Cluster Editor or the Virtual Queue Editor. For complete details, please see "Printgroove POD Queue Tools" on page 5-1.

If Printgroove POD Queue has been purchased with a basic license, Clusters are not supported. If this is the case, the Clusters section and the Cluster Editor are unavailable for use.

4.4.6   Information Panel

The Information panel provides more details about selected Print Jobs, Groups, Printers, Clusters or Virtual Queues. Click on any of the items mentioned and relevant data appears in the Information panel.

4.5 Display Panel Features & Functions

The following panel features and functions are available.

Scroll Bars

Horizontal scroll bars are displayed at the bottom of the [Inbox Panel], [Printer Jobs Panel] and [Completed Jobs Panel].

A vertical slider is displayed at the right side of the [Information Panel] when the Quick View tab is selected.

As required, arrow buttons are displayed at the right side of the Printers, Clusters and Virtual Queues sub-panels. Click these to scroll through the icons.

Right-Click Menus

Four of the panels provide drop-down menus. Select a job in the [Inbox], [Printer Jobs] or [Completed Jobs] panels or an icon in the [Destination] panel then right-click to open the drop-down menu. The menus provide the following functions:

- Inbox/Group (one job selected): New, Edit, Move, Complete, Reject, Cancel, Delete, View Job Ticket, View Recommends
- Inbox/Group (two or more jobs selected): New, Move, Complete, Reject, Cancel, Delete
- NOTE: If a print job was sent by Printgroove POD Guide, Delete will not be available. A pop-up message will note this.
- Printer Jobs (one job selected, Job Type = Print or Proof): Move, Cancel, Move to Top, View Job Ticket
- Printer Jobs (one job selected, Job Type = Box): Print Box Job, Complete Box Job, Edit, Cancel, View Job Ticket
- Printer Jobs (two or more jobs selected): no menu available
- Completed Jobs (one job selected): Edit, Export, Recover Color Cluster Job, Move, Delete, View Job Ticket
- NOTE: If a print job was sent by Printgroove POD Guide, Move and Delete will not be available. A pop-up message will note this.
- NOTE: Recover is only available if the Status of the job is User Cancel and if the original job was a Color Cluster job.
- Completed Jobs (two or more jobs selected): Delete
- Destination (Printer icons): Edit, Enable/Disable (toggle), Uninstall
- Destination (Cluster/Virtual Queue icons): New, Edit, Delete

Select a job in the [All Jobs] panel. The right-click menu that opens depends upon the location of the selected job ([Inbox], [Printer Jobs] or [Completed Jobs] panel). If multiple print jobs are selected in the [All Jobs] panel, a right-click menu is only available if all the selected jobs reside in the same location.

Full descriptions of the right-click functions are discussed in Chapter 5 and 6.

Sort Jobs

The Inbox, Printer Jobs and Completed Jobs panels are divided into columns, each of which displays information relevant to the print job. The column names appear in the sub-header row. Click on a column name and all jobs sort according to the selected column. An [Up/Down] arrow appears in the column's sub-header row to indicate the current sort selection. A [Up] arrow indicates that the data is sorted either alphabetically--from A to Z--or numerically, from the lowest to the highest number. Click the same sub-header a second time, the [Down] arrow appears and the sort order reverses.

✎ . . .
Note
Jobs in Printer or Group folders are sorted within those folders.

Customize Columns Displayed

The Inbox, Printer Jobs and Completed Jobs panels have multiple columns. A sub-header row contains the column names. By default, all columns are displayed. You may decrease that number by following this procedure:

1 Right-click anywhere on the sub-header row. A drop-down menu opens.

2 Select [Columns] from the menu. The Columns menu opens. This lists all available sub-headers.

3 Deselect a checkbox to remove the sub-header and its column from the Inbox panel display. Repeat steps 1-3 as required.

4 Select a checkbox to add it back into the display.

5 To return to the original column layout, click the [Default] option in the drop-down menu.

Customize Sub-Header Column Position and Size

Each column has a default value. This may not be enough space to display the full text of a column's sub-header. You may increase or decrease this width by following this procedure:

1 Use the mouse to position the cursor over a sub-header's edge. A Move icon appears.

2 Click and hold down the mouse on the Move icon and drag the column edge until the desired width is reached.

3 Release the mouse.

4 To resize all column widths so that the full column text is displayed, right-click on a sub-header row then select [Auto Size] from the drop-down menu.

The position and size of each of the columns may be modified from the default layout by following this procedure:

1 Click on the column's sub-header you wish to move to a new location and hold down the mouse. You may now move this column.

2 Red arrows indicate the insert position. Release the mouse when the arrows indicate the correct location.

3 To increase or decrease the column width, position the mouse over the column edge, click and hold down the mouse.

4 Drag the column to its new width then release the mouse.

Minimize Displayed Panels

To maximize display space on the left-side of the screen, the Printer Jobs and Completed Jobs panels may be minimized. Click on the icon in the upper-right corner of these panels. The selected panel minimizes down to the header row. Click the same icon again to restore the screen to full size.

✎ **. . .**

Note
The Inbox panel cannot be minimized.

Change Font Size

From the menu, select [View] --> [Text Size] --> [Larger] or [Smaller]. The font size of all Header and sub-header rows increases or decreases. Repeat until the desired font size is achieved.

Search for Jobs

Right-click on a column name in the Inbox, All Jobs or Completed Jobs panels to open a drop-down menu. Select [Filter]. A highlighted row is added to the top of the selected panel. Fill in search data in the individual cells of the highlighted row (one or more cells). For some cells, a drop-down menu is available. Press [Enter]. All search results appear underneath the highlighted row. Deselect the [Filter] option from the menu to close the feature.

Expand/Collapse Folders

There are two places where folders are used. The Inbox panel may contain Groups. Groups are folders that contain individual jobs. The Printer Jobs panel has a single folder for each enabled device. All jobs assigned to a printer appear in the printer's folder.

A plus sign next to a folder indicates that it is contracted (closed). Click the plus sign to expand (open) the folder and display all the jobs it contains. The plus sign changes to a minus sign when a folder is expanded.

To expand or collapse all folders in the Inbox or the Printer Jobs panel, right-click on the panel's sub-header row and select [Expand All] or [Collapse All] from the drop-down menu.

Special Destination/Information Panel Functions

There are several options for modifying the way the Destination and Information panels are displayed.

Minimize to One Panel

Click the upper-right icon of the Destination panel to close it. The Information panel expands and fills the entire space. A menu bar appears at the far right of the Main screen. A [Destination] tab appears in the menu bar. Roll over the tab and the Destination Panel pops-out and be visible. Click the tab and the Destination Panel replaces the Information Panel and remains open. Click the upper-right icon of the Destination panel to return both panels to their original position. This same process applies for the Information panel.

Minimize to Tabs

Click the upper-right icon of the Destination panel to close it. Click the upper-right icon of the Information panel to close it. A menu bar appears at the far right of the Main screen and contains a [Destination] and an [Information] tab. Roll over a tab and the panel is visible. Click the upper-right icon of a visible panel and the panel opens in its original position.

Undock

Left-click on the Destination or Information header row. Hold down the mouse and drag the panel until it undocks. An undocked panel can float freely over the Main screen or can be docked anywhere. To dock the panel, drag it over the screen and a docking location appears as black outlines. When an outline appears, release the panel and it is placed in the new location.

Restore Default View

To restore the Main screen to its default layout, select [View] --> [Restore Default]. Undocked and minimized panels are repositioned to the initial-launch, five panel display. (see "Printgroove POD Queue Display Panels" on page 4-6 for details.)

4.6 Icon Bar

Located just above the Inbox panel, the icon bar allows quick access to the following special functions.

4.6.1 Screen Views

Main View

This is the default view for Printgroove POD Queue. Click this icon to restore this view.

View All Jobs

Click this icon and the Inbox, Printer Jobs and Completed Jobs panels are replaced by a single All Jobs Panel. All jobs in Printgroove POD Queue are displayed in this single panel, providing a quick way to sort through and locate a job regardless of where it is in the Printgroove POD Queue workflow. You may sort and customize the columns in this panel the same way as supported in the Inbox, Printer Jobs and Completed Jobs panel (please see "Sort Jobs" on page 4-11 and "Customize Columns Displayed" on page 4-11 for detailed instructions).

4.6.2 Job Ticket Support

View Job Ticket

Click this icon to open the Job Ticket Details screen. This provides a quick way to review all the settings of a selected Print Job. If the selected job is in the Completed Jobs panel, the screen also displays Job Audit information. You may also print the Job Ticket from this screen. (See "Job Ticket Details" on page 5-2 for complete details.)

View Recommends

Select a Job Ticket and then click this icon. The Selection panel opens. This provides a list of all Printgroove POD Queue Printers and Clusters and highlights settings that match those of the selected print job. When available, Printgroove POD Queue also recommends a Printer or Cluster for the selected job.

Search: Global Search

Click this icon to open Printgroove POD Queue's Global Search Editor. The Editor allows you to search for either job tickets or printers, based on settings you specify.

4.7 Title Bar

Located at the top of the Main screen, the Title bar lists the current operator's [User Name] and their [User Level] (Administrator, Manager, Operator, Guest).

4.8 System Status

Located at the bottom of the Main screen, the System Status bar displays the following system information:

- Cluster Supported:
  YES or NO
- Maximum Device Supported:
  Numeric value, the number of printers you may Enable.
- Maximum Jobs Supported:
  If a numeric value other than 0 appears, it represents the number of jobs that can be managed by your version of Printgroove POD Queue. If the value is 0, this means that you are running a fully-licensed version and the number of jobs is unlimited.
- Limited Version:
  If a numeric value other than 0 appears, it represents the number of days remaining until your version of Printgroove POD Queue times out and can no longer be used. If value is 0, this means that you are running a fully-licensed version and it will never time out.
- Maximum Users Supported:
  Numeric value, the number of simultaneous users your version of Printgroove POD Queue supports.
- Auto Mode Settings:
  AUTO MODE: ON (Green) or AUTO MODE: OFF (Gray)

5 Printgroove POD Queue Tools

Printgroove POD Queue Tools are separate pop-up screens that provide support for Job Ticket processing. The following tools are provided:

Job Ticket Details

Use to View and Print a Job Ticket.

Job Ticket Editor

Use to View and Edit Job Tickets, Create and Save Templates, Apply and Delete Templates, Create a New Job.

Selection Panel

Use to view device-specific settings of a job and see which printers and Clusters support the settings of the selected job.

Group Editor

Use to Create, Edit and Delete Groups.

Cluster Editor

Use to Create, Edit and Delete Clusters.

Virtual Queue Editor

Use to Create, Edit and Delete Virtual Queues.

Printer Monitor

Use to View Input, Output, Finishing options, Engine Counters and Storage data. A link to the printer's Host Utility is also provided as is a Settings screen that allows you to enter User Name and Password information when a printer requires these entries.

Search Editor

Use to define and execute a search for jobs or for devices. Create, Save and Delete Search Templates.

Printgroove POD Driver

Use to convert native files to PDF and submit to Printgroove POD Queue.

A full description of each tool and instructions for using them follows.

5.1 Job Ticket Details

The Job Ticket Details provides a quick view of all Job Ticket settings including Audit Information if the job has printed. You cannot modify Job Ticket settings from this tool. Use the Job Ticket Editor to modify settings.

5.1.1 View Job Ticket Details

1 Click a Job Ticket to select it (the row highlights).

2 Click the [View Job Ticket] icon in the Icon Bar or right-click and select [View Job Ticket] from the drop-down menu. The [Job Ticket Details] opens.
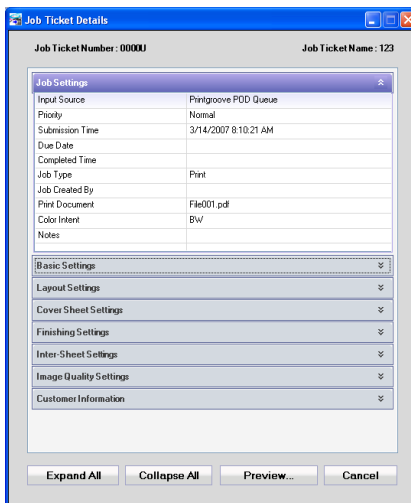
– Job Ticket details are organized under nine different Setting Options: [Job Settings], [Basic Settings], [Layout Settings], [Cover Sheet Settings], [Finishing Settings], [Inter-Sheet Settings], [Image Quality Settings], [Customer Information] and [Job Audit Information]. By default, [Job Settings] is open (expanded) and all the other options are closed (collapsed).

3 Click a header to open it. The contents appear below the header. Click the [Expand All] or [Collapse All] button to apply the setting to all the headers.

– Multiple Job Tickets may be opened simultaneously so that you may compare settings.

5.1.2 Job Audit Information

Not all supported printers can provide Job Audit Information. For details about the supported printers, please see "Job Audit Support" on page 1-10 for details.

To create a report for all Job Tickets, please see "Job Ticket Report" on page 3-33 for details.

Resource usage information is available only after a job has finished printing. Right-click on a printed job in the Completed Jobs panel and select [View Job Ticket] from the drop-down menu. Resource usage is noted in the [Job Audit Information] section, the last menu item. Click the header to expand and view the details.

The following information is provided for each job, as required:
● Tray Used, Paper Size, Weight and Color
● Punch: numeric value, the number of times the punch unit was used
● Staple: numeric value, the number of staples used
● Toner: numeric value, the number of mgs. of toner used (bizhub ProC6500s do not support this feature)
● Meter Reads: the printer's start and end, internal meter read values

This information is only available for supported printers. If a printer does not support Job Audit, the fields are blank.

Job Audit information is provided for Clusters only if all the clustered printers support this feature. If a clustered job is cancelled before printing finishes, Job Audit information is provided for the portion of the job that prints.

5.1.3 Print Job Ticket Details

1 To print the Job Ticket, click the [Preview] button. The Job Ticket Information screen opens. This is a preview of the printed version of the Job Ticket.

2 The Icon Header Row provides the following functions:
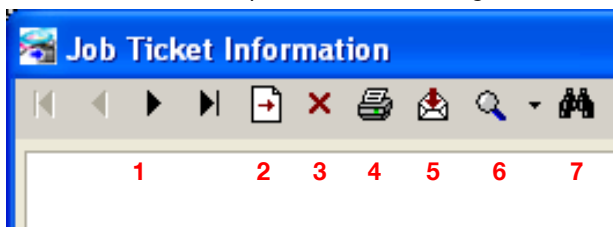
1	Export	Click to open a pop-up in which you may enter an export location and an export file type (.rpt, .pdf, .xls, .doc or .rtf). This information is generated only for the open Job Ticket. To create a report for all Job Tickets, please see "Job Ticket Report" on page 3-33 for details.
2	Print	Click to print the Job Ticket Information screen
3	Refresh	Click to refresh the Job Ticket Information screen
4	Scroll	Click to move from page to page or to the beginning or end of the document
5	Go to Page	Click to open a pop-up in which you may enter a page number
6	Search	Click to open a pop-up that allows you to conduct a term-specific search of the Job Ticket information
7	Zoom	Click to increase the viewing area

5.2 Job Ticket Editor

The *Job Ticket Editor* provides a view of all settings for a selected Job Ticket and allows you to edit these settings. Job Ticket Templates may be created using this tool, saved and later applied to other Job Tickets. You may also use the Job Ticket Editor to create a new Job Ticket.

To open the *Job Ticket Editor*, double-click a job in the Inbox panel, a Group, a Box job in the Printer Jobs panel or a job in the Completed Jobs panel.
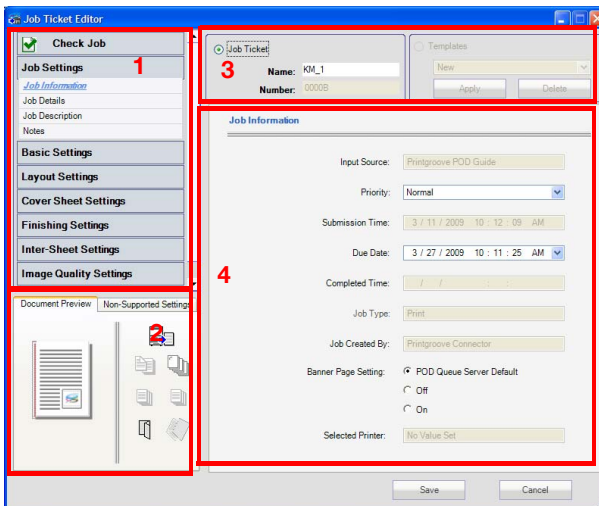
The *Job Ticket Editor* is divided into four sections. An overview of each section follows.

Section 1: Setting Options

There are eight buttons. Each represents a large setting category. Click on a button. If there are sub-settings, the button expands and the sub-setting menu opens. By default, *Job Settings* is expanded and all the other options are collapsed.

The Check Job indicator appears at the top of the Setting Options section. In normal processing the section is gray will a green check box is displayed. In certain situations, the section is highlighted and contains a red check mark. Roll the cursor over the Check Job area. A pop-up message will explain the problem. When the red check box appears, the condition must be resolved before the job can print. (Please see "Verify "Check Job" Column" on page 6-3 for a list of the situations and the actions required to resolve them.)

✎ **. . .**
Note
Only the Notes field can be edited if the Job Ticket Editor is opened via a job in the Completed Jobs panel.

Section 2: Document Preview/Non-Supported Settings Panel

The two tabs in this section allow you to move between a Document Preview of the print job and a detailed list of Non-Supported Settings. The Document Preview is the default view.

The Document Preview tab provides a real-time iconic representation of various Job Ticket settings. The panel is divided into two sections. The Document Preview Sub-Panel (left) contains the Document Preview image. The Layout/Finishing Sub-Panel (right) displays selected layout and finishing icons. Each panel will display a graphical representation of the following settings:

Document Preview Sub-Panel (left)

- Printing Type: Single-Sided, Double-Sided, Booklet, Adhesive Binding
- Binding Position: Left, Top, Right
- Supported 2 in 1 Settings
- Staple: (1 or 2) and their positions
- Punch Holes: (2-4) and their positions

Layout/Finishing Icon Sub-Panel (right)

- Output Method: Copy, Print, Save in User Box, Save in User Box and Print, Wait, Proof & Print
- Chapter: On, Off
- Divide Output Settings
- Per Page, Front/Back Cover, PI Front/PI Back Cover Settings
- Perfect Binding: On, Off

✎ **. . .**
Note
Per Page Settings are not supported and will not display in the Document Preview Panel.

Printgroove POD Serve and Guide allow you to create a Job Ticket that contains all the processing options your reprographics department supports. However, not all these settings may be supported by the printers managed by Printgroove POD Queue. When these types of settings are sent to Printgroove POD Queue, they are noted on the Non-Supported Settings tab. Should the settings exceed the display space, a scroll bar appears. For com-

plete information about handling print jobs that contain Non-Supported Settings, please see "Resolving Non-Supported Settings" on page 5-29.

Section 3: Job Ticket/Template Settings

If a Job Ticket is displayed, the Job Ticket radio button is selected and the name and number of the Job Ticket appear in the fields.

To use the Template function, select the Template radio button. Stored Templates are listed in the drop-down menu.

Section 4: Setting Display Panel

Click on a setting option and the corresponding settings appear in this panel.

5.2.1 Job Ticket Editor: Setting Options

The Job Ticket Editor has eight primary setting options. A description of each of those options, their sub-menus and the display fields follows.

✎ **. . .**
Note
For more information about print functions, refer to the printer's User's Guide.

Job Settings

Job Settings has four sub-menus:

1. Job Information

Input Source	The source that submitted the print job to Printgroove POD Queue is noted here. There are six available values: [Printgroove POD Serve], [Guide], [Ready], [Queue] or [Driver] and [Other]. You cannot change the displayed information.
Job Priority	There are two available options from the drop-down menu: **Normal** and **Rush**. By default, all jobs enter Printgroove POD Queue as **Normal**. If a job is late--the current date equals or extends beyond the Due Date--the row automatically turns red. You must manually change the Priority of a late job to Rush.
Submission Time	The time the print job was submitted to Printgroove POD Queue is noted here. The time is noted as follows: Month/Date/Year, Hour: Minutes: Seconds, AM/PM. You cannot change the **Submit Time**.
Due Date	The print job's due date is noted here in the text box as follows: Month/Date/Year, Hour: Minutes: Seconds, AM/PM. You may change the **Due Date**.
Completed Time	The time the print job entered the Completed Jobs panel is noted here. The time is noted as follows: Month/Date/Year, Hour: Minutes: Seconds, AM/PM. You cannot change the **Completed Time**.
Job Type	There are four values that can appear in this field: [Print], [Copy], [Box] and [Proof]. • Print: The default setting for normally processed Printgroove POD Queue jobs that have PDF files attached. Even when "Wait" is selected as an output method, this is displayed as [Print]. • Copy: If a Printgroove POD Queue job does not have a PDF file attached, Copy automatically appears in this field. • Box: If you have selected Save in User Box or Save in User Box & Print as an Output option, Box automatically appears in this field. • Proof: If you have selected Proof & Print as an Output option, Proof automatically appears in this field. Please see "6. Output Method" on page 5-18 for setting details.
Job Created By	Enter the name of a person who has created the job.
Banner Page Setting	There are three radio buttons: [POD Queue Server Default], [Off] and [On]. • POD Queue Server Default: The default setting for normally processed Printgroove POD Queue jobs whether those jobs originated in Queue or in any other Printgroove POD module. If selected, this means that the Banner Page settings specified in Queue will be applied to the job. Please see "Banner Page Options" on page 3-19 for setting details. • Off: If selected, a Banner Page will not print for the job. This setting will over-write the Banner Page settings specified in Queue. Please see "Banner Page Options" on page 3-19 for setting details. • On: If selected, a Banner Page will print for the job. This setting will over-write the Banner Page settings specified in Queue. Please see "Banner Page Options" on page 3-19 for setting details. If the Banner Page value is specified in another Printgroove POD module, Queue will read that value and apply it here. Regardless of the original value, the Queue operator may modify the value by selecting a different radio button.

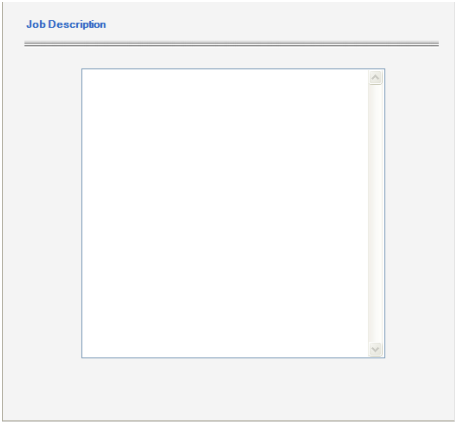| Selected Printer Field	If this value appears, it indicates that the person who sent the job to Printgroove POD Queue wants the job to print on the noted printer. Both the field and the checkbox are grayed out since the setting is specified in another Printgroove POD module and cannot be modified from within Printgroove POD Queue. The values that appear in this field are provided by Printgroove POD Queue (please see "Exporting Printgroove POD Queue Printer Capabilities" on page 3-29 for details). If a value is selected in this field, Printgroove POD Queue will process the job as follows:
	• Printgroove POD Queue's Auto Mode setting is ignored. Printgroove POD Queue automatically sends the job to the specified printer's queue. Copy:If a Printgroove POD Queue job does not have a PDF file attached, Copy automatically appears in this field.
	• If Printgroove POD Queue does not recognize the selected printer, the job is moved to the Inbox panel and must be processed manually.
	• If Printgroove POD Queue recognizes the printer, a constraint check is performed. If issues are found, you are notified via a Constraints message. If constraints cannot be resolved the job remains in the Inbox and must be modified accordingly. The Job Ticket may be altered and a different printer may be selected. If a different printer is selected, the value in the Selected Printer field does not change in order to show the original printer request.
	• If no constraints are found, if constraints are found and corrected or if another printer is selected, the job processes normally.

2. Job Details

Print Document	If a PDF file is attached to the Job Ticket, its name is noted here. All Job TIcket settings will be applied to the PDF file that appears in this field.
Upload Button	When this button is active, a PDF file may be added to a Copy job or the button may be used to upload a new file to replace the currently attached PDF file. The maximum supported PDF file size is 2 GB. If a PDF file is replaced using this method, the original file is no longer available. To avoid losing data, it is recommended that you use the [Download] button (see below) to store the original PDF file locally before replacing it. If a print job is submitted by Printgroove POD Guide and multiple files are attached to the job, the [Upload] button is not active. Any PDF file that appears in the [Attached PDF Files] drop-down may be selected. Once selected, that file will appear in the [Print Document] field.
Attached PDF Files	If a print job has two or more PDF files attached to it, select the PDF file to which you wish to apply the Job Tickets settings from this drop-down menu. The PDF file name appears in the [Print Document] field. This field is blank if no PDF files are attached to the print job.
All Attached Files	If a print job has two or more files attached to it, the files appear in this drop-down menu. These may be PDF files, another file format or a combination of PDF and other file types. You must use Printgroove POD Guide to create a Job Ticket and attach multiple files to it.

Download Button	This button is only active if one or more files are attached to the print job. Since Printgroove POD Queue only prints one PDF file per Job Ticket, you may wish to Download one or more of these files locally and then resubmit the file as a separate job using the Printgroove POD Driver. To do this, select a file from the All Attached Files drop-down menu, then click the [Download] button. The Save As screen opens. Navigate to the correct storage location then click [Save]. To view the saved file, navigate to the Save location and open the file. This button is only active if one or more files are attached to the print job. You must have the application required to read any downloaded files.
Color Intent	The **_Color Intent_** setting allows Printgroove POD Queue to ignore the actual color intent of the PDF file and print the job based on your color requirement. For instance, if you select the [B&W] radio button, Printgroove POD Queue prints all pages in black & white, even if those pages contain color. There are three radio buttons you may select: [B&W], [Color] or [Mixed]. The default value of this setting is Black & White.
High Chroma	Some color printers support more complex Color Management settings. Select the High Chroma check box to ensure that a Color-type job is constrained and can only be sent to a printer that supports the more complex Color Management color printing. When Color Intent is B&W, the High Chroma check box is grayed out and cannot be selected. If Color Intent is Mixed and the High Chroma check box is selected, the job must be sent to a Color Cluster that supports High Chroma color printing in order to print correctly. If Color Intent is Mixed and the High Chroma check box is not selected, the job must be sent to a Color Cluster in order to print correctly. Please see "Create a New Cluster" on page 5-59 for details.

3. Job Description

Job Description	static display: When the Extra Field is set in the Job Ticket, the information that has been entered in this field is displayed. If values are displayed here they are informational only. They cannot be edited in Queue and have no effect on Queue's Job Ticket. If no values are created in Guide, the screen is empty (no text). In order to set the Extra Field in the Job Ticket, the JT Builder of the Printgroove POD Guide is used to make a selection of the Extra Field 1 to 5 from the [Standard] category of the [Job] section. For details, refer to the Printgroove POD Guide User's Guide.

4. Notes

Note Field	The [Notes] section stores all Internal and External instructions associated with the print job. External Notes are from the customer. Internal Notes are from Printgroove POD users and cannot be read by the customer.
Add Button	To add **Notes**, click the [Add] button. The Add Notes screen opens. Enter notes in the text field. Click the [Save] button to enter the changes. Your User Name and the entry date and time are added along with your notation. Click the [Cancel] button to close the screen without saving your changes.

✎ . . .
Note
Text may only be added to the Notes field. Nothing may be deleted.
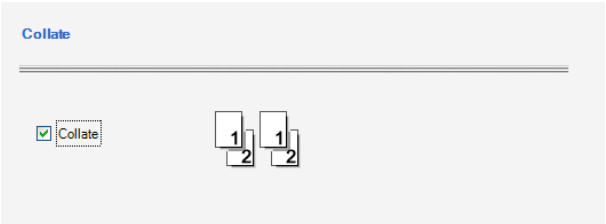
Basic Settings

Basic Settings has five sub-menus:
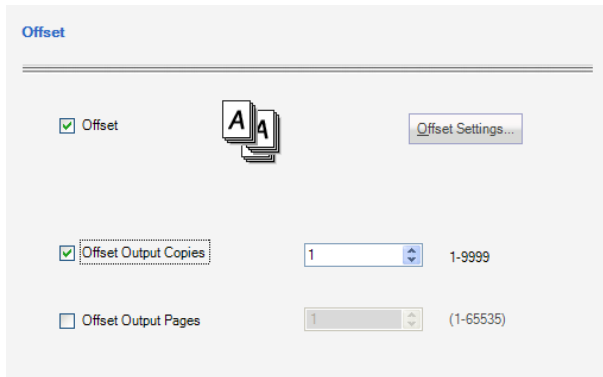
1. Copies
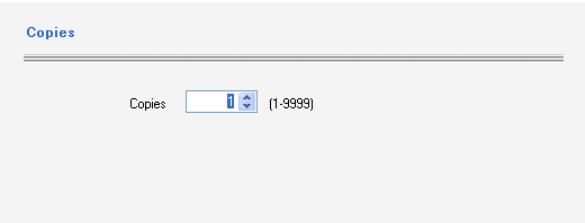
The copy count is listed in the drop-down menu. This is an editable field and can be changed to any number between 1 and 9,999. The default value is 1.

2. Collate

By default, Collate is [On] and the checkbox is selected. An icon reflects the selected *Collate* setting. You may change the selection.

3. Offset

If [Offset] is **On**, the checkbox is selected. An icon reflects the selected [Offset] setting. You may change the selection.

If selected, then [Offset Settings...] button active. Click the button to display the [Offset Output Copies] and [Offset Output Pages] check boxes.

The [Offset Output Copies] range is 1 - 9999.

The [Offset Output Pages] range is 1 - 65535.

Either field may be selected alone and set at any value in its range. Both fields may be selected and set within the following limits:

Both values may be set to 1.

Either value may be set at 1 and the remaining value may be set at 2 or higher (to range limit).

Any values besides these will result in a pop-up screen that asks you to modify the settings so they fall within the supported range.

4. Paper Settings

Paper Size	By default, Printgroove POD Queue reads the Paper Size value from the PDF file. The display value will be based on the language selected when installing the Printgroove POD Queue application. For English, the value will be in inches; for all other languages, the value will be millimeters. The Inbox panel lists this as the Document Size. If you do not modify this setting, No Value Set will appear in this field. This means that you have not altered the document's original size values. If you wish to change this value or when you create a New job, all available options are selectable from the drop-down menu. If you select a Paper Size that is different from the Document Size of your document, Printgroove POD Queue will not scale your document. The document is centered on the selected Paper Size when it prints but the document's size does not change. If a print job enters Printgroove POD Queue and the attached PDF file has multiple Paper Size values, Queue will change the Paper Size value too No Value Set. This allows Queue to send the proper information to the printers and support printing of the multiple sizes. If this situation occurs and you change No Value Set to a specific value (from the drop-down menu), the multiple sizes will be ignored and all pages will print on the selected Paper Size. These pages will be centered but will not scale to the new Paper Size selection.
Custom Paper Size	The Paper Size drop-down menu always contains Custom and [Custom ...] option. This option allows you to enter a Paper Size value that does not appear in the drop-down menu. You may enter one Custom Paper size. If Custom is selected and a Custom value has not been set, the Custom... screen will open. Enter a value and click Save. Once this is done, the Custom value is set as the selected value.

To enter a Custom paper size, follow these steps:

1 Select [Custom ...] from the Paper Size drop-down menu. The Custom screen opens.
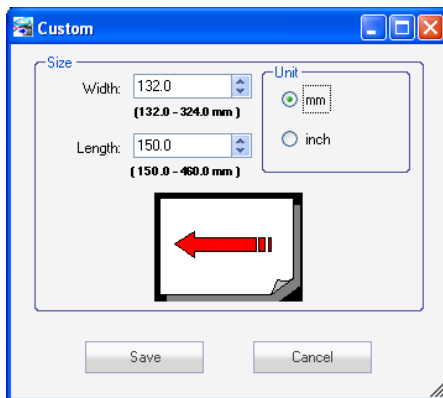
– If a Custom size has not been specified and you select Custom, the Custom screen noted above will open. If this happens, continue as follows.

2 Select mm or inch and then specify the Width and Length values.

3 When finished, click the [Save] button. The setting is noted internally.

4 Select [Custom] from the [Paper Size] drop-down to apply this setting to the print job.

Paper Type	The [Paper Type] selected for the print job appears in the drop-down menu. All available options are selectable from the drop-down menu. You may change the selection.
Paper Source	Available trays appear in the drop-down menu. [Auto] is the default selection. You may change the selection.
Paper Weight	Different printers have different methods for identifying [Paper Weight]. This field provides the flexibility to specify a value that most printers can identify. The default value of this field is [No Value Set]. If a numeric value has been specified, it will appear in this field. The accepted values are between 40 and 350 g/m^2. To specify a value, follow these steps. 1. Select [Enter Value...] from the drop-down menu. The Enter Value popup screen opens: 2. Select the [Paper Weight] radio button. 3. Specify a numeric value. 4. Click the [Save] button. The Enter Value pop-up closes and the numeric value appears in the [Paper Weight] field.

Paper Color	The [Paper Color] selected for the print job appears in the drop-down menu. All available options are selectable from the drop-down menu. You may change the selection.
Paper Name	[Paper Name] is a value assigned outside of Printgroove POD Queue. If a job enters Printgroove POD Queue with this value set, Printgroove POD Queue does the following: • Reads the [Paper Name] values for [Paper Size], [Paper Weight], [Paper Color] and [Paper Type]. • Sets these values in the Printgroove POD Queue Job Ticket and grays out the values in the Job Ticket Editor • Displays the [Paper Name] value in the [Paper Name] field of the Job Ticket Editor. As long as a [Paper Name] values appears in the [Paper Name] field, the [Paper Size], [Paper Weight], [Paper Color] and [Paper Type] fields cannot be modified in the Job Ticket Editor. To modify these fields, open the Job Ticket Editor then select [Basic Settings] --> [Paper] --> [Paper Name] then select [No value set] from the drop-down menu. When [No value set] is selected, the [Paper Size], [Paper Weight], [Paper Color] and [Paper Type] fields retain the values imposed by the [Paper Name] field but can be edited. As long as the Job Ticket Editor remains open, the [Paper Name] will appear as a drop-down option. If the [No value set] option is selected and then the [Save] button is clicked on the Job Ticket Editor, the [Paper Size], [Paper Weight], [Paper Color] and [Paper Type] values are saved. The [Paper Name] field is removed as an option from the drop-down menu and cannot be reapplied at a later time.
Use Perforated Paper	If [Use Perforated Paper] is selected for the print job, the drop-down menu displays [On]. If pre-punched paper is not required, the menu displays [Off]. You may change the selection.

6. Output Method

All five *Output* options are listed. Click the radio button to select the option. An explanation of each follows.

Print	This is the default setting. Use this option for normal printing.

Save in User Box	Use this option to save a print job to the printer's hard disc drive. Once saved, the job appears as a Box-type job in the Printer Jobs panel. The job may be printed at any time from this panel. However, no banner page is output. If this option is selected, three fields are active: • User Box Number: Enter a value in this field and note it. This value may only include numbers and cannot exceed nine characters. • Document Name: The PDF file attached to the print job is noted in this field. It cannot be modified. **Note:** • In the case of the Fiery controller, print jobs are transmitted to the Hold queue. • When a Box Job is printed, the job remains in the Printer Jobs Panel. To complete the job, right-click on the job and select [Complete Box Job] from the drop-down menu.
Save in User Box and Print	This is an alternative version of [Save in User Box], the only difference being that a single run of the job is completed before the print job is stored. Set up as noted above. **Note:** In the case of a controller manufactured by a third party, [Save in User Box and Print] is not supported.
Wait	When this option is selected, the printer waits before printing the job. This option helps avoid misprints when a large job is sent to a printer. When selected, the banner page of the job prints then the job is paused. You must release the print job at the operation panel of the printer. Once manually released, the print job processes.
Proof and Print	Proof & Print is useful if you want to print a copy of a job and review it before releasing the job to print a larger run. When you drag a Proof & Print job from the Inbox to a Printer, a copy of the job ticket will appear in the Printer Jobs panel. The job ticket number will have ProofPrint added to the beginning of the number to indicate that this is a Proof copy. The original job ticket remains in the Inbox and can be printed as many times and on as many printers as is required. When you are ready to print the full job, you must manually change the Output Method to Print. You may then process the job normally.

Layout Settings

Layout Settings has no sub-menus. There are two settings.

2 in 1	If the checkbox is selected, the option is active. The [2 in 1] setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Print Type	The [Print Type] setting selected for the print job appears in the drop-down menu. There are four available options: [One-Sided], [Double-Sided], [Adhesive Binding] and [Booklet]. By default, [One-Sided] is selected. You may change the selection.

Cover Sheet Settings

Cover Sheet Settings has no sub-menus. There are four settings.

Front Cover	If the checkbox is selected, the option is active. The [Blank] or [Printed] radio button is selected and the [Front Cover] tray appears in the drop-down menu.
Back Cover	If the checkbox is selected, the option is active. The [Blank] or [Printed] radio button is selected and the Back Cover tray appears in the drop-down menu.
PI Front Cover	If the checkbox is selected, the option is active. The [PI Front Cover] tray appears in the drop-down menu. The number of sheets appears in the text field. The number you enter in this field is number of sheets that are pulled from the PI Tray and inserted at the beginning of each document. You may enter a value between one and twenty in this field. You may deselect the checkbox, select a different PI Tray from the drop-down menu or change the number of PI sheets.
PI Back Cover	If the checkbox is selected, the option is active. The [PI Back Cover] tray appears in the drop-down menu. The number of sheets appears in the text field. The number of sheets appears in the text field. The number you enter in this field is number of sheets that are pulled from the PI Tray and inserted at the end of each document. You may deselect the checkbox, select a different PI Tray from the drop-down menu or change the number of PI sheets.

Finishing Settings

Finishing Settings has three sub-menus:

1. Paper

Binding	The Binding setting for the print job appears in the drop-down menu. By default, [Auto] is selected. You may change the selection. All available options are selectable from the drop-down menu.
Saddle Stitch	If the checkbox is selected, the option is active. You may de-select the checkbox.
Trim	If the checkbox is selected, the option is active. You may de-select the checkbox.
Staple	If the checkbox is selected, the option is active. The Staple setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu. Available values change based upon the selected Binding Position value.
Punch	If the checkbox is selected, the option is active. The Punch setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
Folding	If the checkbox is selected, the option is active. The Folding setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu. If no value is selected, the default value is Off.

2. Perfect Binding

If the checkbox is selected, the option is active and the setting options are displayed. If the checkbox is not selected, the setting options do not appear in the panel. You may deselect the checkbox.

Perfect Binding finishing units have constraints specific to the printers to which they are connected. These include constraints between the Mode Settings and Back Cover Settings as well as the document body Print Type (One-Sided or Double-Sided). Minimum and Maximum page limits are also constrained. Printgroove POD Queue will perform a constraint check on these values. If a constraint is detected, you will be notified via the Constraint message. For details about the specific constraints between the Perfect Binding unit and the printer to which it is attached, please refer to the printer's User's Guide.

Mode Settings	Cover Print Mode	The **Cover Print Mode** setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
	Cover Tray	The **Cover Tray** setting for the print job appears in the drop-down menu. You may change the selection. All available options are selectable from the drop-down menu.
	Cover Duplex	If the checkbox is selected, the option is active. You may deselect the checkbox.
	Cover Size	Two drop-down menus are provided in which you may specify the cover's Width (139 - 307mm) and Length (279 - 472 mm)
	Trim	If the checkbox is selected, the option is active. You may deselect the checkbox.
Back Cover Settings	Spine Width	This field is only active when [Cover Print Mode 2-in-1] or [Cover Print Mode 3-in-1] is selected. The width may be set between 10 and 300. The setting is in 0.1 mm units.

3. Output Settings

Output Order	The **Output Order** setting for the print job appears in the drop-down menu. By default, [Face Down 1N] is selected. You may change the selection. All available options are selectable from the drop-down menu.
Output Tray	The **Output Tray** setting for the print job appears in the drop-down menu. By default, [Auto] is selected. You may change the selection. All available options are selectable from the drop-down menu.

Pile Permission	If a Stacker unit is installed and you want the print job to go to the Stacker, select this checkbox. The print output will then go to the Stacker unit even if another job remains in the Stacker. If the checkbox is selected, the option is active. You may deselect the checkbox.
Divide Output	This feature allows you to staple together a specified number of pages. For example, if you a have a ten page job and want every five pages stapled together, select the checkbox and enter 5 in the [Pages Per Section] field. When the job prints, pages 1-5 and 6-10 will be stapled together. If the checkbox is selected, the option is active. The number of [Pages Per Section] may be any number be-tween 1 and 9,999. You may change this number or deselect the checkbox.

Inter-Sheet Settings

Inter-Sheet Settings has no sub-menus. There are two settings.

Chapter	If the checkbox is selected, the option is active. You can specify which pages you want to print on the front side of a sheet when using Duplex or Booklet printing. When specifying page numbers, you may list single page numbers and separate them with commas (1,2,3,4) or may specify page ranges, each range separated by a dash (1-5, 6-9). You may deselect the checkbox.
Per Page Settings	If the checkbox is selected, the option is active. Per Page Settings are set and stored in the main table. Click the [Up] or [Down] button to scroll through the list. To [Add], [Edit] or [Delete] a setting, click the button.

The Per Page Settings Details screen opens.
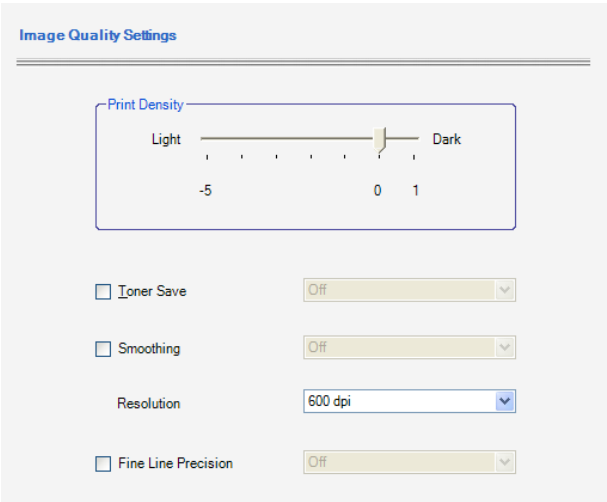
Page Numbers	Specify the pages to which the selected settings apply. You can specify which pages you want to print on the front side of a sheet when using Duplex or Booklet printing. When specifying page numbers, you may list single page numbers and separate them with commas (1,2,3,4) or may specify page ranges, each range separated by a dash (1-5, 6-9).
Print Type	There are three options from the drop-down menu: [Insert Blank Page], [Print Single-Sided] and [Print Double-Sided]. [Insert Blank Page] is the default setting. The setting may be changed.
Paper Source	Select a tray from the drop-down list. By default, [Same as Body] is selected. The setting may be changed.
Staple	Select a setting from the drop-down list. By default, [Same as Body] is selected. The setting may be changed.
Finish Stapling	If only a range of pages are to be stapled, the range must be specified in the [Page Numbers] field and this checkbox selected.
Hole Punch	Select a setting from the drop-down list. By default, [Same as Body] is selected. The setting may be changed. When [On] is selected, you may specify the number of punch holes in the [Per Page Hole Punch Setting] drop-down menu. This menu is to the right of the [Per Page Settings] checkbox. Note: Same as Body means the setting will match the job ticket setting. For example, if the job ticket has Staple selected, selecting Same as Body in the Per Page Settings Staple field means that all pages in your per page range will also be stapled.

Image Quality Settings

Image Quality Settings has no sub-menus. There are five settings.

Print Density	A slider provides settings from -5 (lightest) to 1 (darkest). You may move the slider to any of the seven supported positions.
Toner Save	If the checkbox is selected, the option is active. The **Toner Save** setting for the print job appears in the drop-down menu. The menu contains all available setting options (Type 1 (Toner Save) / Type 2 (Draft Print)). You may change the drop-down option or deselect the checkbox. By default, this value is Off.
Smoothing	If the checkbox is selected, the option is active. The Smoothing setting for the print job appears in the drop-down menu. The menu contains all available setting options (Type 1 / Type 2 / Type 3). You may change the drop-down option or deselect the checkbox. By default, this value is Off.
Resolution:	The default Resolution setting for all jobs is 600 dpi. You may change the drop-down option.
Fine Line Precision:	If the checkbox is selected, the option is active. The Fine Line Precision setting for the print job appears in the drop-down menu. The menu contains all available setting options (Level 1 / Level 2 / Level 3 / Level 4). You may change the drop-down option or deselect the checkbox. By default, this value is Off.

Customer Information

The *Customer Information* Setting Option has no sub-menus. You may modify all text fields. Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

5.2.2   Resolving Non-Supported Settings

If a job enters Printgroove POD Queue and Non-Supported Settings are detected, the Check Job column in the Inbox panel will contain a value of Yes and the cell itself will be red.

When values appear in this section, it is important to review these settings and determine the best method to address them.

Non-Supported Settings are broken down into three categories in the display panel: *Settings*, *Sub-Settings* and *Sub-Settings Values*. In the example above, Back Cover is the Setting, Paper Weight, Paper Color, Paper Grade and Paper Coating are the Sub-Settings. The details that appears after the equal (=) sign are the Sub-Setting Values. Collectively, these settings tell you that a very specific type of paper is required for the Back Cover of the print job. Because the settings appear here, it means that Printgroove POD Queue does not recognize these values. For the job to process properly, you must note the correct type of paper, add it to a tray in a specific printer, then send the print job to that printer.

The following table notes all the Non-Supported Settings and the various processing options available for handling these cases.

Non-Supported Settings Processing Options

Setting	Sub-Setting	Processing Options
Proofing Intent	Soft Proof	A Soft Copy proof of the print job is required. The setting is noted on the Banner Page of the job.
	Hard Proof	A Hard Copy proof of the print job is required. The setting is noted on the Banner Page of the job.
Number of Copies	(numeric value)	If the copy count appears here, it indicates that the values exceeds the capability of the device. Resolve using one of the following options: • Process the job through a Cluster • Select a different printer • Add a note about this limitation to the Notes field and return the job back to POD Guide
Back Cover	Size	These Back Cover Paper values are not recognized by Printgroove POD Queue and must be applied manually. Resolve as follows: • Load the correct paper into a tray, then select the same tray via the Job Ticket Editor (Cover Sheet Settings --> Back Cover --> Paper Source). Drag-&-drop the job to the device to which the selected tray belongs and the job should process normally, printing the Back Cover on the correct paper. The setting is noted on the Banner Page of the job.
	Weight	
	Color	
	Grade	
	Coating	

Non-Supported Settings Processing Options

Setting	Sub-Setting	Processing Options
Punch	Punch Edge: Left/Right/Top/Bottom Punch Hole: 2/3/4	A job may require finishing on two different edges. For instance, Spiral Bind Left and 2-Hole Punch Bottom are valid settings for a single job ticket. However, Konica Minolta devices do not support multiple inline finishing options. When POD Queue processes a job with such settings, the Binding setting will always take priority. If a Punch Edge and Punch Holes are listed here, it means that the Punch location differs from the job's Binding location. The Punch settings must be completed offline. The setting is noted on the Banner Page of the job.
	Punch Edge: Bottom Punch Hole: 2/3/4	Punch Edge: Bottom is not supported by Konica Minolta devices. If the value appears here, the punch option must be completed offline. The setting is noted on the Banner Page of the job.
Layout	Orientation	Printgroove POD Queue prints a true representation of the PDF file. The Orientation cannot be modified from the source file's original layout. If the PDF file is Portrait it cannot be changed to Landscape and vice-versa. If a value appears here that is different from the PDF file, it cannot be applied. Resolve using one of the following options: • If a change in Orientation is required, add a Note explaining the situation in the Notes field, return the job to POD Guide and use a Makeready application to change the Layout. • Process the job without applying the setting. The setting is noted on the Banner Page of the job.
	Size Policy 1: Reduce to Fit, Fit to Page, Clip to Max, Tile	Printgroove POD Queue prints a true representation of the attached PDF file. If Reduce to Fit, Fit to Page, Clip to Max or Tile are selected on the Job Ticket, POD Queue cannot apply these settings. Resolve using one of the following options: • Add a note explaining the situation in the Notes field, return the job to POD Guide and use a Makeready application to change the Layout. • Process the job without applying these settings. The setting is noted on the Banner Page of the job.

Non-Supported Settings Processing Options

Setting	Sub-Setting	Processing Options
Media (CD/DVD)	Media	If the value is CD/DVD: This job should be burned to a CD/DVD. If the value is Envelope/Envelope Window/Labels/Letterhead/Tab Stock: These Paper Types cannot be specified directly by POD Queue. Resolve as follows: • Review the Notes section of the Job Ticket. Multiple media types may be required for a single print job. • If the media type is supported by the device, load the noted media into a tray then select the tray using the Job Ticket Editor (Basic Settings --> Paper --> Paper Source). Drag-&-drop the job to the device to which the selected tray belongs and the job should process normally. These settings are noted on the Banner Page of the job.
	Grade Coating	If a value appears in either of these fields, the Job Ticket may need to be modified to accommodate the setting. Resolve as follows: • Open the Job Ticket Editor then select Basic Settings --> Paper --> Paper Type. Check the drop-down menu for a value that meets the setting requirements and, if found, select. • If a corresponding value does not appear in the drop-down menu, load the noted paper into a tray then select the tray using the Job Ticket Editor (Basic Settings --> Paper --> Paper Source). Drag-&-drop the job to the device to which the selected tray belongs and the job should process normally. These settings are noted on the Banner Page of the job.
Paper	(specific color)	If a color appears here, it indicates that Printgroove POD Queue does not recognize the Paper Color value. Resolve as follows: • Load the noted paper into a tray then select the tray using the Job Ticket Editor (Basic Settings --> Paper --> Paper Source). Drag-&-drop the job to the device to which the selected tray belongs and the job should process normally. The setting is noted on the Banner Page of the job.

Non-Supported Settings Processing Options

Setting	Sub-Setting	Processing Options
Binding	Channel Binding	None of these Binding Options are supported inline by Konica Minolta devices. If a value appears here, the Binding option must be completed offline. The setting is noted on the Banner Page of the job.
	Side Sewn	
	Strip Bind	
	Tape	
	Thread Sealing	
	Wire Comb	
	Coil Binding	
	Hard Cover	
	Plastic Comb	
	Ring	
	Sewn	
	Bottom	Bottom is not a supported Binding Location option for jobs printed by Konica Minolta devices. If the value appears here, the Bottom Binding option must be completed offline. The setting is noted on the Banner Page of the job.
	(specific color)	If a color appears here, it indicates a color has been assigned to the selected Binding Option. Printgroove POD Queue does not recognize these Color values. The colored Binding Option must be applied offline. The setting is noted on the Banner Page of the job.
Front Cover	Size	These Front Cover Paper values are not recognized by Printgroove POD Queue and must be applied manually. Resolve as follows: • Load the correct paper into a tray, then select the same tray via the Job Ticket Editor (Cover Sheet Settings --> Front Cover --> Paper Source). Drag-&-drop the job to the device to which the selected tray belongs and the job should process normally, printing the Front Cover on the correct paper. The setting is noted on the Banner Page of the job.
	Weight	
	Color	
	Grade	
	Coating	

Non-Supported Settings Processing Options

Setting	Sub-Setting	Processing Options
Per Page Settings	Paper Size	These values are not recognized by Printgroove POD Queue. These values and the pages to which they apply are noted. Resolve as follows: Load the correct paper into a tray, then select the same tray via the Job Ticket Editor (Inter Sheet Settings --> select the setting to which this Paper Size applies, click Edit, then select the correct tray from the Paper Source drop-down). Drag-and-drop the job to the device to which the selected tray belongs and the job should print on the correct paper. These settings ARE NOT noted on the Banner Page of the job.
	Binding Position	
	Paper Type	
	Paper Weight	
	Paper Color	
	Use Perforate Paper	
	Tab Type	
Perfect Binding	Cover Paper Type	The values for the Perfect Binding Cover are noted here. These settings ARE NOT noted on the Banner Page of the job.
	Cover Paper Weight	
	Cover Paper Color	
Target Device Profile	[Printgroove POD Ready operator defined value]	The operator has selected a target device profile selected by the POD Ready operator. Note this value and resolve as required. These settings ARE NOT noted on the Banner Page of the job.
Prepress Imposition	N-Up	These are the imposition settings applied by the Printgroove POD Ready operator and are noted here as referenced. These settings ARE NOT noted on the Banner Page of the job.
	Step & Repeat	
Print Position	Left, Middle, Right	The Print Position value is noted here. These settings ARE NOT noted on the Banner Page of the job.

When a print job is created in Printgroove POD Serve or Guide, and the Print Type selected is Duplex (Double-Sided in Queue), conflicting Binding Position settings for Staple and Punch may exist. Since Duplex settings must be completed in-line, these settings will remain unchanged. Printgroove POD Queue will automatically move conflicting Staple and Punch Binding Position settings to the Non-Supported Settings panel. You may review these settings and complete the binding off-line.

All Non-Supported Settings appear on each print job's Banner page. This is done to provide a hard-copy reference for these settings, something especially useful when the Non-Supported option must be completed offline. If the Banner Page setting is Off, the Banner page will not print. For complete information about Banner Page settings, please see "Banner Page Options" on page 3-19.

As an additional reminder, a pop-up message opens when you drag-&-drop a print job to a printer if that print job has Non-Supported Settings. The pop-up message will note the settings. The pop-up is informational only and will not prevent you from processing the print job.

5.2.3 Job Ticket Editor: Using

Create a New Print Job

A new print job may be created using Printgroove POD Queue. This may be done whether Printgroove POD Queue is a stand-alone application or used in conjunction with other Printgroove modules. If Printgroove POD Guide is used, jobs created in Printgroove POD Queue cannot be managed by Printgroove POD Guide.

1 From the [File] menu select [New] --> [Job Ticket] or right-click on an existing job in the Inbox panel and select New from the drop-down menu. The Job Ticket Editor opens.

2 Select the [Job Ticket] radio button in the top-right panel. This ensures that a new print job is being created rather than a new Template.

3 Enter a name for the print job in the [Job Ticket Name] text box. This text box must be filled out and the name must be unique.

– Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

4 From the [Setting] Option menu select [Job Settings] --> [Job Details].

5 On the Job Details screen, Click the [Upload] button. On the pop-up screen that opens, navigate to the PDF file you wish to attach to the new print job. Click the [Open] button when the document is located. The pop-up closes and the name of the PDF file appears in the [Print Document] text box.

6 Modify the Job Ticket settings as required. By default, all fields are blank or contain default values when creating a New Job Ticket.

7 Click the [Save] button.The Job Ticket Editor closes. Printgroove POD Queue automatically generates a Job Ticket Number and the new print job appears in the Inbox panel. If Auto Mode is On, Printgroove POD Queue tries to automatically place the New job in a Group, Cluster or a Printer. If a match is found, the job is moved to the matched Group, Cluster or printer.

8 While Printgroove POD Queue processes the job, various status values will appear in the [Job Status] column. The print job cannot be moved to a printer, Cluster or Virtual Queue until the [Job Status] is [INIT].

Edit a Print Job

A print job's settings may be modified. To edit the job ticket, follow this procedure:

1 Select the job in the Inbox, in a Group or in the Printer Jobs panel. Right-click l and select [Edit] from the drop-down menu. The Job Ticket Editor opens.

– Note: If another user is viewing the selected print job, a pop-up message informs you the Job Ticket is locked.

2 Modify the settings as required.

3 Click the [Save] button. The changes are applied to the print job and the Job Ticket Editor closes.

About Job Ticket Templates

If a certain type of job is regularly processed through Printgroove POD Queue, a Template may be created in order to streamline processing. When the job enters the reprographics department, it may be sent to Printgroove POD Queue without defining the Job Ticket settings. When the job enters Printgroove POD Queue, select the job then open the Job Ticket Editor. Select the correct Template from the drop-down menu, apply the settings and the job may be processed.

Create a Job Ticket Template: Method 1

Use this method to create a new template

1   From the [File] menu select [New] --> [Job Ticket]. The Job Ticket Editor opens.

2   Select the [Templates] radio button in the top-right panel. This ensures that a new print Template is being created rather than a new print job.

3   The Templates Name text box is blank. Enter a name for the new Template. This text box must be filled out and the name must be unique.

   –   Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

4   Modify the Template settings as required. By default, all setting fields are blank and contain no value until you specify those values.

5   Click the [Save] button. The Template is saved.

Create a Job Ticket Template: Method 2

Use this method to create a new Template based on an existing Job Ticket

1   Select a Job Ticket in the Inbox panel.

2   Right-click and select [Edit] from the drop-down menu or double-click the job. The Job Ticket Editor opens.

3   Select the [Templates] radio button in the top-right panel. This ensures that a new print Template is being created rather than a new print job.

4   The [Templates] name text box is blank. Enter a name for the new Template. This text box must be filled out and the name must be unique.

   –   NOTE: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

5   Click the [Save] button. The Job Ticket settings are saved as a Template.

Edit a Job Ticket Template

Use this method to Edit a Template

1 Select a Job Ticket in the Inbox panel.

2 Right-click and select [Edit] from the drop-down menu or double-click the job. The Job Ticket Editor opens.

3 Select the [Templates] radio button in the top-right panel.

4 Select the Template you want to Edit from the Templates drop-down menu.

– NOTE: If another user is viewing the selected Template, a pop-up message informs you that the Template is locked.

5 Modify the Job Ticket Template settings, as required.

6 Click the [Save] button. The changes are applied and the Job Ticket Editor remains open.

7 Click the [Cancel] button to exit the Job Ticket Editor.

Apply a Job Ticket Template

1 Select a Job Ticket in the Inbox panel. Right-click and select [Edit] from the drop-down menu or double-click the job to open the Job Ticket Editor.

2 The Job Ticket radio button is selected. The Job Ticket [Name] and [Number] fields contain the information that applies to the selected print job. Select the [Template] radio button.

3 From the [Templates] drop-down menu, select the Template you wish to apply to the selected print job.

4 Click the [Apply] button. All settings specified in the Template are applied to the selected print job. If the Job Ticket has additional settings not specified in the Template, they are not affected and remain as set.

5 If the [Cancel] button is selected, the applied Template settings are not saved. If the [Save] button is selected, the changes are saved and the Job Ticket Editor closes.

Delete a Job Ticket Template

1   From the [File] menu select [New] --> [Job Ticket]. The Job Ticket Editor opens.

2   Select the [Templates] radio button in the top-right panel. This ensures that a Template is being deleted.

3   From the [Templates] drop-down menu, select the Template you wish to delete.

4   Click the [Delete] button. A pop-up message verifies the request. Click the [OK] button to delete the Job Ticket Template. The pop-up closes. The Template is removed from the drop-down menu. The Job Ticket Editor remains open. Click the [Cancel] button to close the Job Ticket Editor.

5.3 Selection Panel

The *Selection panel* is a tool that helps you choose the best printer or Cluster for processing a print job. This tool only works for print jobs in the Inbox panel.

To view a recommend for a job in the Inbox panel, check the [Job Status] column of the job. The status of the job must be *INIT*. This means that Printgroove POD Queue has not detected any errors with the Job Ticket and has all the necessary data required to make a recommend. The value of the [Check Job] column must be [No].

If both the noted conditions are met, select the job and click the [View Recommends] icon in the Icon Bar. The [Selection panel] opens:

✎ . . .
Note
If another user is viewing the selected print job in either the Job Ticket Editor or the Selection panel, a pop-up message informs you that the job is locked.

The *Selection panel* has five main components. A description of each follows.

Section 1: Print Job Identification

The [Job Ticket Number] and [Job Ticket Name] of the selected print job appear in this section.

Section 2: Print Job Setting Fields

Three tables display specific Job Ticket settings. These are the settings Printgroove POD Queue considers when recommending a printer or Cluster.

Table 1: Color and Copy Settings

The first table indicates the Color Intent of the print job, the number of Color and B&W pages of the print job and the Copy count. Color and B&W pages are added together then multiplied by the Copy count. This provides the Total page count.

Table 2: Layout & Finishing Settings

The second table provides details about Layout, Binding, Punch, Trim and Fold settings. If the selected print job does not require any of these settings, the field is blank or the value is No.

Table 3: Paper Settings

The third table provides details about the Document Size (the Width and Height of the PDF file), Paper Size (if you have modified the Document Size, the value appears here) and Paper Type required for the print job. If the job requires more than one Paper Size, multiple entries appear in this field. Multiple Paper Types are not tracked.

Section 3: Recommended Queues

Printgroove POD Queue takes the information in Tables 1-3 and compares it to all Enabled printers and user-created Clusters. Printgroove POD Queue then recommends printers and Clusters that can accommodate the print job. All recommended printers or Clusters appear in the drop-down menu.

The [Notes] field contains the same information as the Notes field in the Job Ticket Editor (please see "4. Notes" on page 5-13 for details). This field may contain important job processing information you need before selecting a printer or Cluster.

Section 4: Print Button

Select a printer or Cluster from the drop-down menu then click the [Print] button to send the job to the selected destination.

Section 5: Printer & Cluster Details

Tables 1-3 (in the upper panel) list details about the selected job. The lower portion of the Selection panel provides a space for each discovered printer to list its ability to support each of these same settings. A color coding system is used to indicate recommended printers. If a printer's header row is green, this means the printer is a perfect match for the print job. If the header row is yellow, the job can print on the printer but not all settings are supported. If the header row is gray, the job cannot be printed on that device.

The first Green header is automatically expanded so you may see all setting details. Click the minus sign to collapse it. Yellow and gray headers are automatically collapsed. Click the plus sign to open it and view the setting details.

Clusters are user-defined groupings of one or more printers that can process a single job. Cluster header rows use the same color-coding to indicate a match.

5.3.1 About Printer & Cluster Details

While Printgroove POD Queue can make a recommend, user-preferences or input may be required to fine-tune these recommends. The Printer & Cluster Details enables this fine-tuning. By noting these settings, you can select the best choice (when multiple recommends are given) or note printer status or configuration settings that, if modified, provide a better printing option for a selected job. The following features help you determine which printer is best for the selected job:

Printer Header

The printer header row contains status information about the printer, an icon to indicate the color support of the printer, the number of jobs processing at the printer, the time remaining until the printer is free and the Periodic Maintenance (PM) count--the number of pages remaining before a PM is required.

Cluster Header

The name of all printers included in the Cluster. See the individual printer headers for details about each printer in the Cluster.

Matched Settings

The matched settings between the selected print job and a printer can be viewed by expanding a printer's header row. If the printer supports the print job, the Layout, Binding, Punch, Trim or Fold cells are highlighted in the same color as the header row (green or yellow). Paper Size and Paper Type cells list the current contents of the printer's trays. If the exact Paper Size/Type is available, the cell is highlighted to indicate a match. Paper Level information is also provided.

5.3.2 Recommend Algorithm

A printer or Cluster recommend is determined using the following algorithm.

1	Color Intent:	Printgroove POD Queue first determines which printers and Clusters match the color requirements of the print job. Both the Color Intent radio button selection (B&W, Color, Mixed) and the High Chroma check box (selected/On or not selected/Off) are included as Printgroove POD Queue looks for Printers and Clusters to support the job. Printers or Clusters that do not match are eliminated as possible recommends. The header rows of these eliminated printers or Clusters turn gray. NOTE: If a print job has [Mixed] selected as the Color Intent, Printgroove POD Queue considers all Color Split Clusters. If you have not created a Color Split Cluster, no recommend is made. NOTE: If a print job has Color selected as the Color Intent, it cannot be sent to a Page or Quantity cluster since color printers cannot be clustered together. In this situation, all Page and Quantity clusters will be eliminated as possible recommends.
2	Paper Size, Paper Weight, Paper Type:	Printgroove POD Queue considers the [Paper Size], [Paper Weight], and [Paper Type] requirements of the print job. If any of the remaining printers or Clusters do not support these settings, the printer or Cluster is eliminated as a possible recommend. The header rows of these eliminated printers or Clusters turn gray.
3	Layout:	Printgroove POD Queue considers the remaining printers and checks their Layout support. There are four Layout options: [Single-Sided], [Double-Sided], [Adhesive Binding] or [Booklet]. Printers or Clusters that cannot process the selected [Layout] setting of the print job are eliminated as possible recommends. The header rows of these eliminated printers or Clusters turn gray. NOTE: If a print job has Booklet or Adhesive Binding selected, it cannot be sent to a Color cluster since a single print job is split between two printers. In this situation, all Color clusters will be eliminated as possible recommends.
4	Job Ticket Constraint Check:	Printgroove POD Queue next conducts a constraint check to see if the Job Ticket itself contains any settings that create an internal conflict. If a Job Ticket constraint is found, all printer and Cluster header rows turn red and a recommend cannot be made until the internal conflict is resolved. NOTE: If a print job is only one page, it cannot be sent to a Page cluster. In this situation, all Page clusters will be eliminated as possible recommends. NOTE: If a print job has 1Copy selected, it cannot be sent to a Quantity cluster. In this situation, all Quantity clusters will be eliminated as possible recommends.

5	Printer Constraint Check:	Printgroove POD Queue also conducts a constraint check to see if the printer supports all the job ticket settings. If a printer cannot complete all job ticket settings, the printer's header turns red. If the printer is also assigned to a Cluster, the Cluster's header row also turns red. NOTE: If a print job has Chapter, Booklet, Adhesive Binding, Staple, Sheet Insertion, Cover Settings or Per Page Settings selected, it cannot be sent to a Page cluster since it splits a single job between multiple printers. In this situation, all Page clusters will be eliminated as possible recommends.
6	PM Count:	Printgroove POD Queue next checks the PM Count of all remaining printer and printers assigned to Clusters and compares that number to the copy count of the print job. If the print job would exceed the remaining PM count of a printer, the header row of the printer or Cluster turns red.
7	Paper Size/Paper Type (default option):	Printgroove POD Queue considers the remaining printers and printers assigned to Clusters and checks the [Paper Size] and [Type] currently loaded. Consumable levels are also checked (Toner, Staples, etc.). If the correct paper is not currently loaded or if consumable levels are low enough to generate a printer Warning message, the header row of the printer or Cluster turns yellow.
8a	Expected Wait Time (default option):	If a printer or Cluster supports all the criteria noted in 1-7 above, the header row turns green indicating a perfect match. Printers only NOT Clusters: If two or more printers support all features noted in 1-7 above, Printgroove POD Queue compares the [Time Remaining] count of each of the printers. The printer with the shortest waiting time is recommended and its header row turns Green. The other printers' header rows turn yellow. If two or more printer meet all the noted criteria, multiple header rows will be green.
8b	User-Defined Processing Order (user-selected option)	If a printer or Cluster supports all the criteria noted in 1-7 above, the header row turns green, indicating a perfect match. Printers only NOT Clusters: If you have specified a Printer Priority, the jobs will process according to this parameter. If Printer Priority settings are equal, the printer with the shortest Time Remaining value will be selected. For details about this setting, please see "Printer Priority" on page 5-80.

5.3.3 Resolving Recommend Issues

Printer and Cluster header rows use color-coding to indicate the level of support each provides for the selected print job. There are four levels of support:

- Green: Perfect Match: all required Job Ticket criteria are supported by the printer or by all printers in a Cluster.
- Yellow: Job can be printed but the printer (or one or more of the printers in a Cluster) require attention.
- Red: Job cannot be printed until constraints are resolved.
- Gray: Job cannot be printed.

The following options may be employed to resolve Gray, Red and Yellow recommends.

1	Gray Recommend	The printer (or one or more printers in a Cluster) does not currently support a basic setting (Color Intent, Paper Size, Paper Weight, Paper Type or Layout). The job cannot be printed. Double-click on any gray printer or Cluster's header row in the Lower panel. If this type of situation exists, a tool tip message provides information about the unsupported settings. If the print job allows, you may modify these settings using the Job Ticket Editor to resolve the gray recommend.
2	Red Recommend (Job Ticket Constraint)	The Job Ticket contains an internal conflict. Double-click on any red printer or Cluster's header row in the Lower panel. If this type of situation exists, a tool tip message provides information about the conflicting settings. You must modify these settings using the Job Ticket Editor to resolve the red recommend.
3	Red Recommend (Printer Constraint)	The printer (or one or more printers in a Cluster) do not currently support one or more of the Job Ticket's settings. Double-click on any red printer or Cluster's header row in the Lower panel. If this type of situation exists, a tool tip message provides information about the unsupported settings. (By default, tool tips only remain open for five seconds.) You may ignore these unsupported settings and print the job. If the print job allows, you may modify these settings using the Job Ticket Editor, to resolve the red recommend. If it is a finishing option, you may process the job and complete the finishing option off-line. Any setting that is not supported by a printer is noted on the print job's Banner page if you choose to print the job.
4	Red Recommend (PM Count)	The printer (or one or more printers in a Cluster) cannot process the job without exceeding the printer's PM Count. Double-click on any red printer or Cluster's header row in the Lower panel. If this type of situation exists, a tool tip message provides information about the printer's PM Count. Please check with your System Administrator.
5	Yellow Recommend (Paper Size or Paper Type)	The printer (or one or more printers in a Cluster) does not currently have the correct Paper Size and/or Paper Type. If required, expand the printer's header row in the Lower panel. The current Paper Sizes and Paper Types are noted. Change the paper at the printer or, if the print job allows, you may modify these settings using the Job Ticket Editor.

| 6 | Yellow Recommend (Consumables Warning) | The printer (or one or more printers in a Cluster) has a consumables-related Warning condition (for example, Low Toner). Double-click on any yellow printer or Cluster's header row in the Lower panel. If this type of situation exists, a tool tip message provides information about the situation. All conditions should be corrected as quickly as possible but will not prevent you from processing the print job. |

5.3.4   Docking the Selection Panel

When you open the Selection panel, it floats freely over the GUI. If you would like it to be incorporated into the main GUI, click on the header row and drag the panel. Locator icons appear on the screen. While holding the mouse down, roll over a locator icon. A colored outline will appear on screen, indicating a docking position. Release the mouse. If the location is allowed, the panel will dock. If the location is not allowed, the panel will not dock.

Once docked, two icons appear in the Selection panel's header row. To hide the Selection panel, click the push pin icon. A menu bar will appear at the far left of the main screen. A Selection Panel tab appears in the menu bar. Roll over the tab and the Selection panel pops out and is visible.

Click the push pin icon a second time and the Selection panel returns to its original, docked position.

To temporarily close the Selection panel, click the X icon. The docked panel will close. The next time you click the [View Recommends] button, however, the Selection panel will reopen in its docked position.

To undock the Selection panel, click on the header row, hold down the mouse and drag the panel. Release the mouse and the panel will undock. As a alternative method, select [View] --> [Restore Defaults].
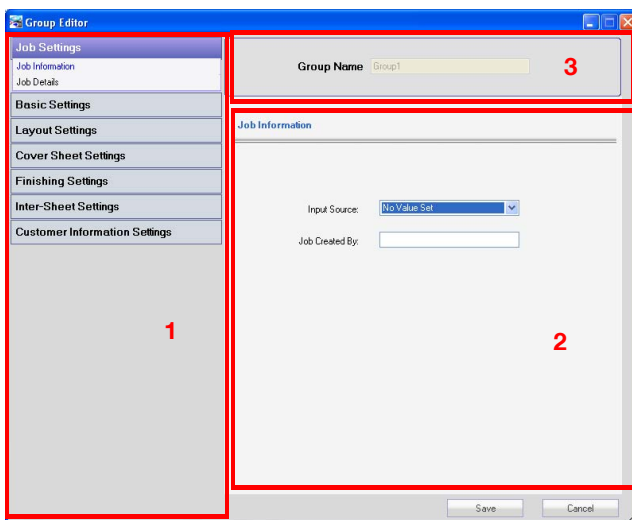
5.4 Group Editor

Printgroove POD Queue allows you to create a Group. A Group is a place where like jobs can be collected and then batched. By default, all jobs that enter Printgroove POD Queue are placed in the Incoming Jobs Group. This Group cannot be deleted nor can it be minimized. Additional Groups may be added, as needed. Groups are an optional feature and, if created, appear as header rows in the Inbox panel. Drag a print job to the Group's header row and the print job is added to the Group.

Printgroove POD Queue provides an optional Auto Mode setting. When activated, incoming print jobs are matched to printers and clusters and automatically routed if a Perfect Match is located. If Groups are created, Printgroove POD Queue first looks for a Group that matches the print job. If a match is found, the print job is routed to the Group for automatic batching. These batched jobs must then be manually processed. If Auto Mode is Off, all jobs must be moved manually to a Group.

The Group Editor is the tool that allows you to Create and Edit a Group.

To open the Group Editor, right-click a Group header in the Inbox panel and select Edit from the drop-down menu or double-click the header row.

The Group Editor is divided into three sections.

Section 1: Setting Options

There are seven buttons. Each represents a large setting category. Click on a button. If there are sub-settings, the button expands and the sub-setting

menu opens. By default, [Job Settings] is open (expanded) and all the other options are closed (collapsed).

Section 2: Setting Display Panel

Click on a setting option and the corresponding options appear in this panel. If there are sub-settings, click on the sub-setting to display those options.

Section 3: Group Name

The Group Name is noted in at the top of the section.

5.4.1 Group Editor: Setting Options

The Group Editor has seven primary setting options. Select an option to set a parameter for a Group. For a job to be added to a Group (in *Auto Mode*) all settings of the print job must match the settings specified in the Group. Be aware that there may also be additional settings besides those noted in the Group.

If you set just one parameter, the Group may match many jobs when *Auto Mode* is activated. If you set multiple parameters, fewer matches may be found when Auto Mode is activated.

✎...
Note
By default, all text fields are blank. All drop-down menus have [No Value Set] selected.

Job Settings

Job Settings has two sub-menus:

1. Job Information

Input Source	From the drop-down you may select from the following options: [No Value Set], [Printgroove POD Guide], [Serve], [Ready], [Queue], [Driver] or [Other]. When [Auto Mode] is selected, all print jobs that originate from the selected [Input Source] are considered for this Group.
Job Created By	If you wish to use this field, enter a name in the text field. When [Auto Mode] is selected, all print jobs created by the name specified in this field are considered for this Group.

2. Job Details

Color Mode	You may select from the following four radio buttons: [No Value Set], [Color], [Black & White] or [Mixed]. When [Auto Mode] is selected, all print jobs that match the selected [Color Mode] are considered for this Group. If [Color] or [Mixed] are selected, you may also select the [High Chroma] check box.

Basic Settings

Basic Settings has two sub-menus:

1. Copies

A search range feature is provided. When [Auto Mode] is selected, all print jobs that meet the specified copy range are considered for this Group.

2. Paper Settings

Paper Size	Select an output print size from the drop-down menu. When [Auto Mode] is selected, all print jobs that match the selected [Paper Size] are considered for this Group. If you select [Custom], any print job that has a Custom Paper setting will be considered for this Group.
Paper Type	Select a [Paper Type] from the drop-down menu. When [Auto Mode] is selected, all print jobs that match the selected [Paper Type] are considered for this Group.
Paper Weight	Select a value from the drop-down menu. The options are No Value Set, More than, Less than or Equal to. If required, enter a numeric value in the spin box. When Auto Mode is selected, all print jobs that match the selected [Paper Weight] are considered for this Group.
Paper Color	Select a [Paper Color] from the drop-down menu. When [Auto Mode] is selected, all print jobs that match the selected [Paper Color] are considered for this Group.
Paper Name	Enter the [Paper Name] in the text field. This is a user-defined name. When [Auto Mode] is selected, all print jobs that match the selected [Paper Name] are considered for this Group.

Layout Settings

Layout Settings has no sub-menus. There are two settings:

1. 2 in 1

There are three values in the [2 in 1] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [2 in 1] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that lack [2 in 1] settings are considered for this Group when [Auto Mode] is selected.

2. Print Type

You may select from the following drop-down selections: [No Value Set], [One-Sided], [Double-Sided], [Booklet] or [Adhesive Bind]. When Auto Mode is selected, all print jobs that match the selected [Print Type] are considered for this Group.

Cover Sheet Settings

Cover Sheet Settings has no sub-menus. There are two settings:

1. Front Cover

There are three values in the [Front Cover] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Front Cover] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that lack [Front Cover] settings are considered for this Group when [Auto Mode] is selected.

2. Back Cover

There are three values in the [Back Cover] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Back Cover] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that lack [Back Cover] settings are considered for this Group when [Auto Mode] is selected.

Finishing Settings

Finishing Settings has two sub-menus:

1. Paper

Saddle Stitch	There are three values in the [Saddle Stitch] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Saddle Stitch] specified are considered for this Group when [Auto Mode] is selected. If Off is selected, all print jobs that do not have [Saddle Stitch] specified are considered for this Group when [Auto Mode] is selected.
Trim	There are three values in the [Trim] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Trim] specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that do not have [Trim] specified are considered for this Group when [Auto Mode] is selected.
Staple	There are three values in the [Staple] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Staple] specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that do not have [Staple] specified are considered for this Group when [Auto Mode] is selected.

Punch	There are three values in the [Punch] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Punch] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that do not have [Punch] settings specified are considered for this Group when [Auto Mode] is selected.
Folding	There are three values in the [Folding] drop-down menu: [No Value Set,] [On], [Off]. If [On] is selected, all print jobs that have [Folding] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that do not have [Folding] settings specified are considered for this Group when [Auto Mode] is selected.

2. Perfect Binding

There are three values in the [Perfect Binding] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Perfect Binding] specified are considered for this Group when [Auto Mode] is selected. If Off is selected, all print jobs that do not have [Perfect Binding] specified are considered for this Group when [Auto Mode] is selected.

Inter-Sheet Settings

Inter-Sheet Settings has no sub-menus. There are two settings:

1. Chapter

There are three values in the [Chapter] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Chapter] settings specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that lack [Chapter] settings are considered for this Group when [Auto Mode] is selected.

2. Per Page Settings

There are three values in the [Per Page Settings] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Per Page Settings] specified are considered for this Group when [Auto Mode] is selected. If [Off] is selected, all print jobs that lack [Per Page Settings] are considered for this Group when [Auto Mode] is selected.

Customer Information

The *Customer Information* Setting Option has no sub-menus. You may enter data into all of the text fields. Please see "Text Use Conventions" on page 4-4 for details about text field limitations. Any job that matches specified fields are considered for the Group when [Auto Mode] is selected.

5.4.2 Group Editor: Using

Create a New Group

1 From the [File] menu select [New] --> Group or right-click on an existing Group header in the Inbox panel and select New from the drop-down menu. The Group Editor opens.

2 Enter the name of the Group in the Group Name text box. This text box must be filled out and the name must be different from any other Group name.

– Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

3 Use the Setting Option menu to select the settings for the Group. In Auto Mode, all incoming jobs must match these settings exactly in order to be automatically moved to this Group.

4 Click the [Save] button. The Group Editor closes and the new Group appears in the Inbox panel.

Edit a Group

1 Double-click on the Group's header in the Inbox panel or right-click on the header and select [Edit] from the drop-down menu.

– Note: If another user is viewing the selected Group a pop-up message informs you that the Group is locked.

2 The Group's name cannot be changed. You must create a new Group.

3 Modify additional settings for the [Group] as required.

4 If the [Cancel] button is selected, the modified settings are not saved. If the [Save] button is selected, the changes are applied to the [Group] and the Group Editor closes.

Delete a Group

1   Right-click on the specific *Group's* header in the Inbox panel and se-
        lect [Delete] from the drop-down menu. If there are jobs assigned to the
        Group, a pop-up message opens and asks if you want to delete the
        Group and the jobs it contains.

        –   You cannot delete the Incoming Jobs Group.

2   If the noted print jobs need to be processed, click the [Cancel] button,
        then move the jobs to a new location.

3   If the noted jobs can be deleted (or if there are no jobs in the Group),
        click the [OK] button. The group is deleted and all the jobs in the group
        are cancelled to be moved into Completed Jobs Panel.

✎ . . .
Note
*If any of the jobs in a deleted Group originated from Printgroove POD
Guide, they will be returned to that application and only a record of them
will appear in the Completed Jobs panel. These jobs will need to be re-
submitted to Printgroove POD Queue in order to process them.*

5.5 Cluster Editor

In Printgroove POD Queue, a Cluster is a user-defined link between two or more printers. When created, this link allows the clustered printers to share the work of a single print job.

If Auto Mode is on, Printgroove POD Queue will search for a Group match. If a Group match is not found, POD Queue will look for a printer or Cluster match. If a Cluster match is found, Printgroove POD Queue will assign a job to the matched Cluster.

✎ **. . .**

Note
This section provides detailed information about the Cluster Editor. Please see "Cluster Jobs" on page 6-22 for detailed information about how Cluster jobs process as well as instructions for cancelling a Cluster job and recovering a Color Cluster job after a print error.

The Cluster Editor is the tool that allows you to Create and Edit a Cluster.

To open the Cluster Editor, right-click a Cluster icon in the Destination panel and select [Edit] from the drop-down menu or double-click the Cluster icon.
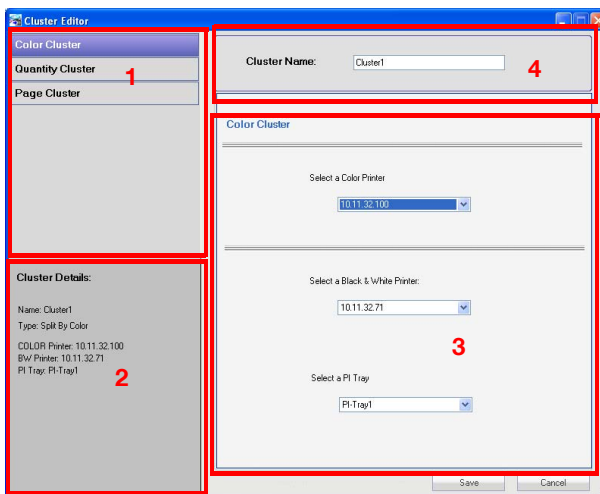
The [Cluster Editor] is divided into four sections.

Section 1: Setting Options

There are three buttons. Each represents a different type of cluster. Click on a button to specify the cluster settings.

Section 2: Cluster Details Panel

When a cluster is selected, details about the cluster appear in this panel. Details include the type of cluster and the names of the clustered printers.

Section 3: Setting Display Panel

Click on a setting option and the corresponding cluster setting options appear in this panel.

Section 4: Cluster Name

The Cluster Name is noted at the top of the section.

5.5.1 Cluster Editor: Setting Options

The Cluster Editor has three setting options.

Color Cluster

Use for print jobs that contain color and black & white pages. Print jobs assigned to this type of Cluster are split between a color and a black & white printer. The color pages print on the color printer, the black & white pages printed on the black & white printer.

If the [Color Intent] value of the job is [Mixed] and the [High Chroma] check box is selected, that job must be sent to a Cluster that consists of a color printer that supports High Chroma color printing and a black and white printer. When creating a Color Cluster be sure to consider what type of color printing you wish to support (Normal or High Chroma). (Please see "Installed Feature: High Chroma Printing Support" on page 3-27.)
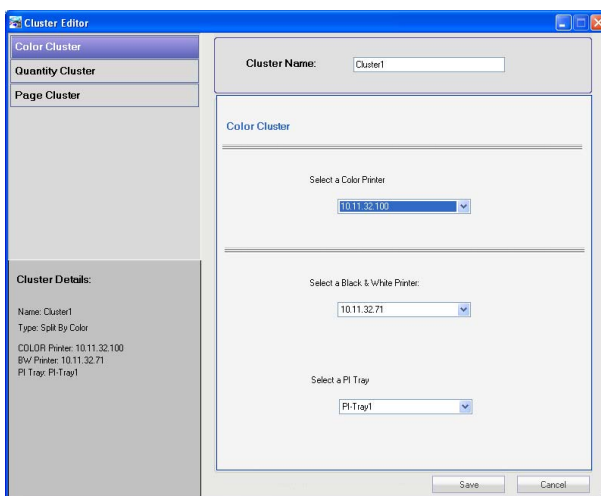
Select a color and a black & white printer for the Cluster from the drop-down menus. Only Enabled printers appear in the drop-down menus. Select a PI Tray into which the color pages will be placed for processing from the drop-down menu. If the selected black & white printer does not have a PI Tray or does not support multiple page insertion, it cannot be used to create a Cluster and will not appear in the list.

When a print job is dragged to a Color Cluster, two constraint checks are performed. During the first check, Printgroove POD Queue checks the Job Ticket for the following illegal settings:

- No Color or No B&W pages
- Color Intent = B&W
- Chapter
- Booklet
- Adhesive Binding
- Per Page Settings
- Perfect Binding

Because a Color Cluster splits a single print job between a color and a black and white printer, these settings cannot be properly supported. If detected, Printgroove POD Queue will open a constraint message that notes the illegal settings and notifies you that unless these settings are deselected, the Cluster cannot print the job.

- Per Page Insertion

The black and white printer's PI Tray is required, in order to add the color pages to the black and white portion of the print job. For this reason, additional PI settings would cause a conflict. To avoid this, Per Page Insertion settings are not supported for Color Clusters.

If no illegal settings are detected, Printgroove POD Queue conducts a second constraint check and compares the supported Job Ticket settings with the capabilities of each clustered printer. If the job has the High Chroma check box selected and the cluster does not support High Chroma printing, this will also be considered an illegal setting. A printer-specific constraint message will open and inform you of any detected constraints.

✎ **. . .**
Note
Since all finishing on a Color Cluster is done on the black & white printer, finishing constraints are only checked for the black & white printer.

Quantity Cluster

Use for print jobs that have multiple copies. Print jobs assigned to this type of Cluster are split evenly between two or more printers. Only black & white printers may be used for this type of Cluster.

The drop-down menu contains all Enabled black & white printers. To add a printer to the Cluster, select it from the drop-down menu. A selected check-box and the printer's name will appear under the Selected Printers field. To remove a printer, deselect the checkbox. The printer's name and the check-box are removed. Any remaining checkboxes and printer names move up if a blank space is created.

When a print job is dragged to a Quantity Cluster, two constraint checks are performed. During the first check, Printgroove POD Queue checks the Job Ticket for the following illegal settings:

● Copy Count = 1
● Color Intent = Color or Mixed

Because a Quantity Cluster splits a single print job with multiple copies be-tween two or more black & white printers, these settings cannot be properly supported. If detected, Printgroove POD Queue will open a constraint mes-sage that notes the illegal settings and notifies you that unless these settings are deselected, the Cluster cannot print the job.
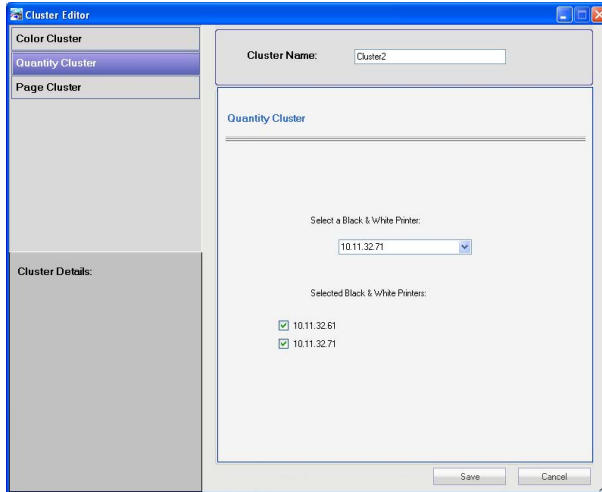
If no illegal settings are detected, Printgroove POD Queue conducts a sec-ond constraint check and compares the supported Job Ticket settings with the capabilities of each clustered printer. A printer-specific constraint mes-sage will open and inform you of any detected constraints.

Page Cluster

Use for print jobs that have only one copy with a large page count. Print jobs assigned to this type of Cluster are split evenly between two or more printers. Only black & white printers may be used for this type of Cluster.

The drop-down menu contains all Enabled black & white printers. To add a printer to the Cluster, select it from the drop-down menu. A selected check-box and the printer's name will appear under the Selected Printers field. To remove a printer, deselect the checkbox. The printer's name and the check-box are removed. Any remaining checkboxes and printer names move up if a blank space is created.

When a print job is dragged to a Page Cluster, two constraint checks are conducted. During the first check, Printgroove POD Queue checks the Job Ticket for any of the following illegal settings:
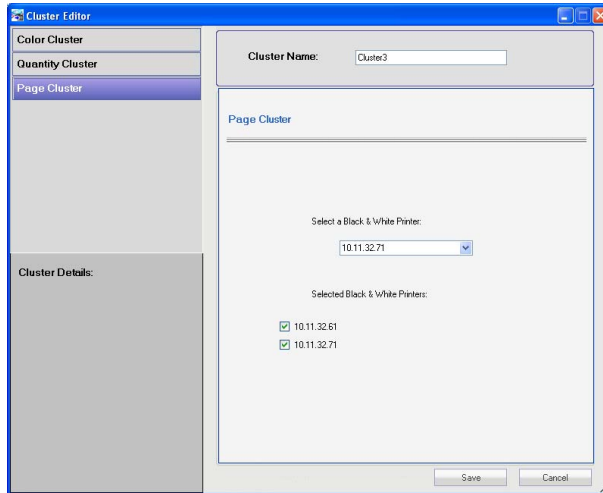
● Print Job = 1 page
● Color Intent = Color or Mixed
● Chapter
● Booklet
● Adhesive Binding
● Staple
● Sheet Insert
● Cover Settings
● Per Page Settings
● Perfect Binding

Because a Page Cluster splits a single print job between multiple black & white printers, these settings cannot be properly supported. If detected, Printgroove POD Queue will open a constraint message that notes the illegal

settings and notifies you that unless these settings are deselected, the Cluster cannot print the job.

If no illegal settings are detected, Printgroove POD Queue conducts a second constraint check and compares the supported Job Ticket settings with the capabilities of each clustered printer. A printer-specific constraint message will open and inform you of any detected constraints.

Also note that all Finishing Settings (except Punch and some Fold settings) must be completed off-line.

5.5.2 Cluster Editor: Using

Create a New Cluster

1   From the [File] menu select [New] --> [Cluster] from the drop-down menu or right-click on a Cluster icon and select [New] from the drop-down menu. The Cluster Editor opens.

2   Select the Cluster type ([Color], [Quantity], [Page]).

3   Enter the name of the Cluster in the [Cluster Name] text box. This text box must be filled out and the name must be different from any other Cluster name.

–   Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

4   For [Color] Clusters, select the printers you wish to cluster together from the drop-down menus. If you want the Cluster to support High Chroma printing, be sure to select the correct Color printer. Both drop-down menus must be populated.

5   For [Color] Clusters, select the PI Tray into which the color pages will be placed for processing.

6   For [Quantity] or [Page] Clusters, select a printer from the drop-down menu. The printer name appears next to a checkbox. Repeat as required. A minimum of two printers must be added.

7   Click the [Save] button. The Cluster Editor closes and a new [Cluster] icon appears in the Destination panel.

✎ . . .
Note
If you Disable a printer and that printer is used in a Cluster, the entire Cluster is also disabled. When disabled, the Cluster cannot be used.

Please see "Enabling a Printer" on page 3-28 for details about this setting.

Edit a Cluster

1 Right-click on the *Cluster's* icon in the Destination panel and select [Edit] from the drop-down menu or double-click the icon to open the Cluster Editor.

– Note: If another user is viewing the selected Cluster a pop-up message informs you that the Cluster is locked.

2 The Cluster's name cannot be changed. You must create a new Cluster.

3 Modify additional settings, as required.

4 If the [Cancel] button is selected, the modified settings are not saved. If the [Save] button is selected, the changes are applied to the [Cluster] and the Cluster Editor closes.

Delete a Cluster

1 Right-click on the *Cluster's* icon in the Destination panel and select [Delete] from the drop-down menu.

2 A pop-up message verifies this request. If the [OK] button is selected, the Cluster is deleted and removed from the Destination panel. Any jobs assigned to the Cluster that are currently processing will be cancelled and moved to the Completed Jobs panel. If the [Cancel] button is selected, the Cluster is not deleted.

5.6 Virtual Queue Editor

A Virtual Queue is a user-defined set of Job Ticket settings linked to a printer that can process all those settings.

When the job enters the Inbox, drag-&-drop it onto a Virtual Queue icon. The Virtual Queue's settings are automatically applied to the Job Ticket. This is similar to the Job Ticket Editor's Template function except that once a job is assigned to a Virtual Queue, it is automatically assigned to a printer and moves directly to the print queue.

When a print job is dragged onto a Virtual Queue icon, the Virtual Queue's Job Tickets settings are applied to the job. All original Job Ticket settings are overwritten with three exceptions.

1. Job Settings

Job Information, Job Details and Notes settings remain intact and can be viewed by opening the print job in the Job Ticket Editor.

2. Customer Information

These fields also remain intact and can be viewed by opening the print job in the Job Ticket Editor.

3. Inter-Sheet Settings

If the original job ticket contains any Inter-Sheet Settings, a pop-up message opens and informs you that this job cannot be placed onto a Virtual Queue. Printgroove POD Queue will not over-write these settings.

If a certain type of job is regularly processed through Printgroove POD Queue, a Virtual Queue may be created in order to streamline processing. When the job enters the reprographics department, it may be sent to Printgroove POD Queue without defining the Job Ticket settings.

The *Virtual Queue Editor* is the tool that allows you to Create and Edit a Virtual Queue.

To open the Virtual Queue Editor, double-click a Virtual Queue icon in the Destination panel or right-click the icon and select Edit from the drop-down menu.
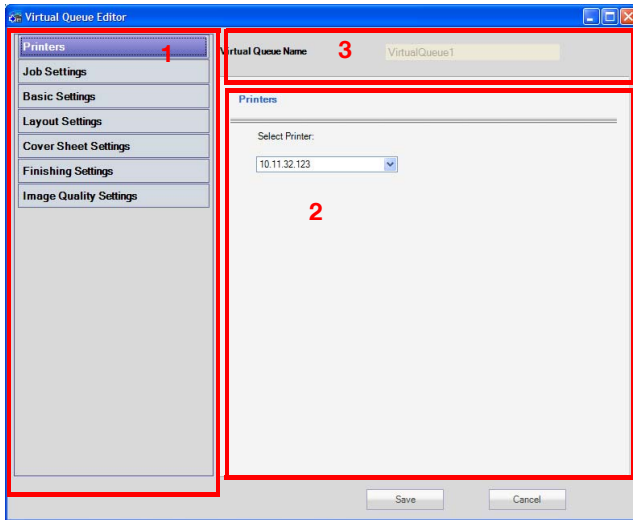
The *Virtual Queue Editor* is divided into three sections.

Section 1: Setting Options

There are seven buttons. Each represents a large setting category. Click on a button. If there are sub-settings, the button expands and the sub-setting menu opens. By default, [Printers] is open (expanded) and all the other options are closed (collapsed).

Section 2: Setting Display Panel

Click on a setting option and the corresponding options appear in this panel. If there are sub-settings, click on the sub-setting to display those options.

Section 3: Virtual Queue Name

The Virtual Queue Name is noted in at the top of the section.

5.6.1 Virtual Queue Editor: Setting Options

The Virtual Queue Editor has six primary setting options. Select an option then set a parameter for a Virtual Queue. There is no limit to the number of parameters you may specify for a Virtual Queue. If you set just one parameter, the Virtual Queue applies only one setting to job tickets. The more detailed the settings, the more the original job ticket is modified.

✎ **. . .**

Note
By default, all text fields are blank. All drop-down menus have [No Value Set] selected.

For more information about print function, refer to User's Guide of MFP.

Printers

Printers has no sub-menus. All Enabled printers are listed in the drop-down list. Select a printer to process jobs assigned to the selected Virtual Queue.

A printer that supports High Chroma printing may be selected.

✎ **. . .**

Note
Do not select a printer that does not support all the Virtual Queue settings. If required, check the printer's User's Guide to verify support capabilities.

Job Settings

Job Settings has one sub-menu, Job Information, that has one setting: Banner Page Setting. Select a radio button. All jobs added to the Virtual Queue print according to this selection regardless of the [Banner Page] setting of the original document.

Basic Settings

Basic Settings has four sub-menus:

1. Copies

Enter a copy count in the drop-down menu. All jobs added to the Virtual Queue print the specified number of copies.

2. Collate

By default, the checkbox is selected and [Collate] is active. All jobs added to the Virtual Queue print according to this selection regardless of the [Collate] setting of the original document. Deselect the checkbox to deactivate [Collate].

3. Offset

Select the checkbox to activate [Offset]. All jobs added to the Virtual Queue print according to this selection regardless of the [Offset] setting of the original document.

4. Paper

Paper Size	Select an output print size from the drop-down menu. [No Value Set] may be selected. If a value is selected, all jobs added to the Virtual Queue print on this size of paper regardless of the [Paper Size] setting of the original document.
Paper Type	Select a [Paper Type] from the drop-down menu. [No Value Set] may be selected. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Paper Type] setting of the original document.
Paper Source	Select a [Paper Source] from the drop-down menu. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Paper Source] setting of the original document. By default, [Auto] is selected meaning that the printer will use its [Auto] tray selection when printing the job.
Paper Weight	Select the [Paper Weight] from the drop-down menu. [No Value Set] may be selected. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Paper Weight] setting of the original document.
Paper Color	Select the [Paper Color] from the drop-down menu. [No Value Set] may be selected. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Paper Color] setting of the original document.

Use Perforated Paper	If [Use Perforated Paper] is set to On, all jobs added to the Virtual Queue print according to this selection regardless of the setting of the original document.

Layout Settings

Layout Settings has no sub-menus. There are two settings:

1. 2 in 1

Select the checkbox to activate [2 in 1]. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [2 in 1] setting of the original document.

2. Print Type

Select an option from the drop-down menu. ([One-Sided] is the default.) All jobs added to the Virtual Queue print according to this selection regardless of the [Print Type] setting of the original document.

Cover Sheet Settings

Cover Sheet Settings has no sub-menus. There are four settings:

1. Front Cover

Select the checkbox to activate the [Front Cover]. Select the [Blank] or [Printed] radio button and the Front Cover tray from the [Paper Source] drop-down menu. ([Auto] is the default selection.) If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Front Cover] settings of the original document.

2. Back Cover

Select the checkbox to activate the [Back Cover]. Select the [Blank] or [Printed] radio button and the Back Cover tray from the [Paper Source] drop-down menu. ([Auto] is the default selection.) If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Back Cover] settings of the original document.

3. PI Front Cover

Select the checkbox to activate the [PI Front Cover]. Select the PI Front Cover tray from the drop-down menu. The number of sheets appears in the text field. The number you enter in this field is the number of sheets that are pulled from the PI Tray and inserted at the beginning of each document. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [PI Front Cover] settings of the original document.

4. PI Back Cover

Select the checkbox to activate the [PI Back Cover]. Select the PI Back Cover tray from the drop-down menu. The number of sheets appears in the text field. The number you enter in this field is the number of sheets that are pulled from the PI Tray and inserted at the end of each document. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [PI Back Cover] settings of the original document.

Finishing Settings

Finishing Settings has three sub-menus:

1. Paper

Binding	Select the checkbox to activate the [Binding Position]. Select a position from the drop-down menu. ([Auto] is the default.) All jobs added to the Virtual Queue print according to this selection regardless of the [Binding Position] setting of the original document.
Saddle Stitch	Select the checkbox to activate [Saddle Stitch]. All jobs added to the Virtual Queue print according to this selection regardless of the [Saddle Stitch] setting of the original document.
Trim	Select the checkbox to activate [Trim]. All jobs added to the Virtual Queue print according to this selection regardless of the [Trim] setting of the original document.
Staple	Select the checkbox to activate [Staple]. Select the number of staples from the drop-down menu. Available values change based upon the selected Binding Position value. All jobs added to the Virtual Queue print according to this selection regardless of the [Staple] setting of the original document.
Punch	Select the checkbox to activate [Punch]. Select the number of punch holes from the drop-down menu. All jobs added to the Virtual Queue print according to this selection regardless of the [Punch] setting of the original document.
Folding	Select the checkbox to activate [Folding]. Select the fold-type from the drop-down menu. All jobs added to the Virtual Queue print according to this selection regardless of the [Folding] setting of the original document.

2. Perfect Binding

Select the checkbox to activate [Perfect Binding]. Once selected, the setting options are displayed. Please see "2. Perfect Binding" on page 5-23 for a description of these settings. All jobs added to the Virtual Queue print according to these settings regardless of the [Perfect Binding] setting of the original document.

3. Output

Output Order has no sub-menus. There are four settings:

Output Order	Select an option from the drop-down menu. ([Face Down 1N] is the default.) All jobs added to the Virtual Queue print according to this selection regardless of the [Output Order] setting of the original document.
Output Tray	Select an option from the drop-down menu. ([Auto] is the default.). All jobs added to the Virtual Queue print from the selected tray.
Pile Permission	If a Stacker unit is installed and you want the print job to go to the Stacker, select this checkbox. The print output will then go to the Stacker unit even if another job remains in the Stacker. Select the checkbox to activate [Pile Permission]. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Pile Permission] setting of the original document.
Divide Output	Select the checkbox to activate [Divide Output]. This feature allows you to staple together a specified number of pages. For example, if you a have a ten page job and want every five pages stapled together, select the checkbox and enter 5 in the [Pages Per Section] field. When the job prints, pages 1-5 and 6-10 will be stapled together. If a value is selected, all jobs added to the Virtual Queue print according to this selection regardless of the [Divide Output] setting of the original document.

Image Quality Settings

Image Quality Settings has no sub-menus. There are three settings:

1. Print Density

Move the slider to specify the Print Density. All jobs added to the Virtual Queue print according to this selection.

2. Toner Save

Select the checkbox to activate [Toner Save]. Select a value from the drop-down menu. (Type 1 (Toner Save) / Type 2 (Draft Print)). All jobs added to the Virtual Queue print according to this selection.

3. Smoothing

Select the checkbox to activate [Smoothing]. Select a value from the drop-down menu. (Type 1 / Type 2 / Type 3) All jobs added to the Virtual Queue print according to this selection.

5.6.2   Virtual Queue Editor: Using

Create a New Virtual Queue

1   From the [File] menu select [New] --> [Virtual Queue] or right-click on an existing Virtual Queue icon in the Destination panel and select [New] from the drop-down menu.

2   Enter the name of the Virtual Queue in the [Virtual Queue] text box. This text box must be filled out and the name must be different from any other Virtual Queue name.

– Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

3   From the Setting Options menu select [Printers]. In the Display panel, select a printer to assign to the new Virtual Queue.

4   Use the [Setting Option] menu to select the remaining settings for the [Virtual Queue].

5   Click the [Save] button. If any constraints are encountered, a Constraints screen opens. Click the [OK] button to close the message and modify the Virtual Queue settings to correct the constraints. Click the [Save] button.

6   When all the constraints are eliminated, the Virtual Queue Editor closes and a new [Virtual Queue] icon appears in the Destination panel.

✎ **...**
Note
If you Disable a printer and that printer is used in a Virtual Queue, the Virtual Queue is also disabled. When disabled, the Virtual Queue cannot be used. Please see "Enabling a Printer" on page 3-28 for complete details about this setting.

Edit a Virtual Queue

1 Right-click on the *Virtual Queue's* icon in the Destination panel and select [Edit] from the drop-down menu.

   – Note: If another user is viewing the selected Virtual Queue a pop-up message informs you that the Virtual Queue is locked.

2 The Virtual Queue's name cannot be changed. You must create a new Virtual Queue.

3 Modify additional settings for the [Virtual Queue] as required.

4 If the [Cancel] button is selected, the modified settings are not saved. If the [Save] button is selected, the changes are applied to the [Virtual Queue] and a constraint check is conducted. If any constraints are encountered, a Constraints screen opens. Click the [OK] button to close the message and modify the Virtual Queue settings to correct the constraints. Click the [Save] button.

5 When all the constraints are eliminated, the Virtual Queue Editor closes.

Delete a Saved Virtual Queue

1 Right-click on the *Virtual Queue's* icon in the Destination panel and select [Delete].

2 A pop-up message verifies this request. If the [OK] button is selected, the Virtual Queue is deleted and removed from the Destination panel. Any jobs assigned to the Virtual Queue that are currently processing will be cancelled and moved to the Completed Jobs panel. If the [Cancel] button is selected, the Virtual Queue is not deleted.

5.7 Printer Monitor

Printgroove POD Queue allows you monitor a variety of details about each discovered printer.

Use the Printer Monitor tool to check configuration, counter, engine storage, paper input/output and finishing options. It may also be used to launch the printer's Host Utility where Printer Name, Location and Contact Person fields may be specified.

To open the [Printer Monitor] screen, double-click a printer icon in the Destination panel.
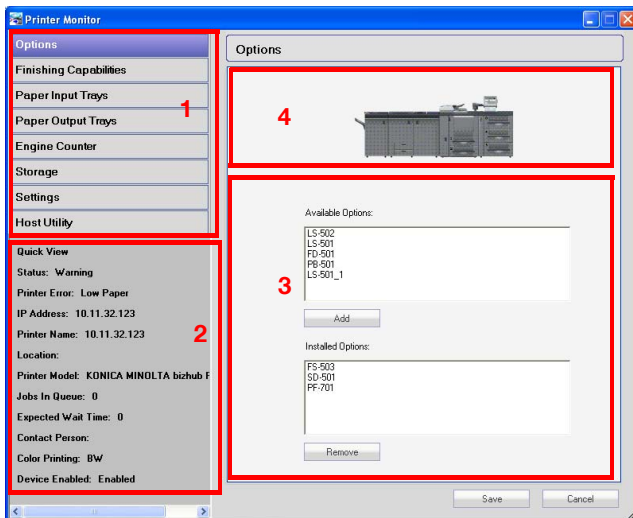
The Printer Monitor screen is divided into four sections. An overview of each section follows.

Section 1: Setting Options

There are eight buttons. Each represents a printer setting category. Click on a button and the settings are displayed in the Settings Display panel.

Section 2: Quick View

This panel is displayed on all Printer Monitor screens. The following printer data is provided:

- Status: of the printer
- Printer Error: if any error exists, it is described here
- IP Address: of the printer
- Printer Name: user-assigned via Host Utility

- Location: user-assigned via Host Utility
- Printer Model
- Jobs in Queue: number of jobs waiting to print
- Expected Wait Time: amount of time required to process all jobs in queue
- Contact Person: user-assigned via Host Utility
- Color Printing: indicates if the printer is Black & White or Color
- Device Enabled: Enabled or Disabled, based on user-setting in Printgroove POD Queue

Section 3: Setting Display Panel

Click on a setting option and the option details appear in this panel.

Section 4: Printer Image

A bitmap image of the printer appears here. All installed options are noted. This image is displayed on all Printer Monitor screens.

5.7.1 Printer Monitor: Setting Options

Most of the information displayed in the Printer Monitor is static and provides information about the printer. A description of each Setting Option follows.

Options

In order for Printgroove POD Queue to properly implement [Auto Mode] or [Selection] panel recommends, it must understand which finishing options are installed for each printer. From the [Options] panel you must install all available finishing options for all discovered and manually added printers.

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor. By default, the [Options] screen is open.
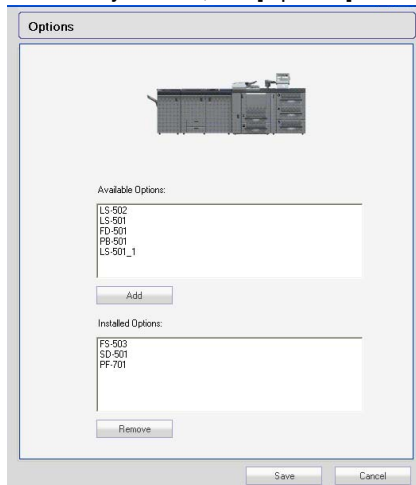
2 All supported finishing options are listed in the [Available Options] field. Select an option from the field and click the [Add] button. The option moves to the [Installed Options] field. Repeat until all required options are installed.

3 To uninstall an option, select it in the [Installed Options] field and click the [Remove] button. The option is moved to the [Available Options] field.

✎ . . .
Note
Printgroove POD Queue uses SNMP or JDF to detect the installed options automatically. Because of device limitations, not all options may be detected. You may need to confirm that the list of Installed Options on

the Printer Monitor screen reflect the correct configuration of the printer displayed.

If your reprographics department has a bizhub Pro C6500 with and IC-408 controller, the FS-607 and FS-520 finishers cannot be detected automatically. These finishers must be added manually, using the procedure noted above.

Finishing Capabilities

The Printer Monitor provides information about the printer's finishing capabilities. To access this information, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Finishing Capabilities] Setting Option to open the screen.
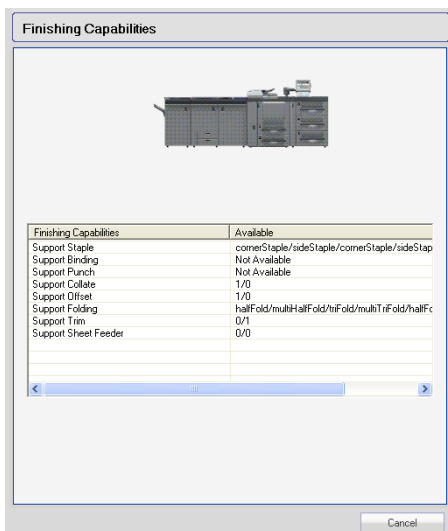
3 The [Finishing Capabilities] table lists all finishing options and notes the printer's support for each of these options. The following options can appear in the table:

– Staple
– Binding
– Punch
– Collate
– Offset
– Folding
– Trim
– Sheet Feeder

✎ **. . .**
Note
Values for these fields are provided by the printers. If values are not available, the fields are blank. If these fields are blank, Printgroove POD Queue will not recommend the printer nor send print jobs automatically when [Auto Mode] is on.

Paper Input Trays

The Printer Monitor provides information about the printer's input trays. To access this information, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Paper Input Trays] Setting Option to open the screen.
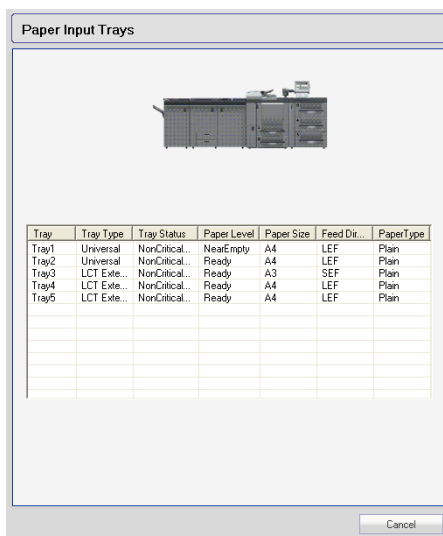
3 The [Paper Input Tray] table provides the following information:

– Tray
– Tray Type
– Tray Status
– Paper Level
– Paper Size
– Paper Direction
– Paper Type

✎ **. . .**
Note
Manually added or non-supported printers may not provide this information to Printgroove POD Queue. If this is the case, these fields are blank. If these fields are blank, Printgroove POD Queue will not recommend the printer nor send print jobs automatically when [Auto Mode] is on.

Paper Output Trays

The Printer Monitor provides information about the printer's output trays. To access this information, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Paper Output Trays] Setting Option to open the screen.

3 The [Paper Output Tray] table provides the following information:
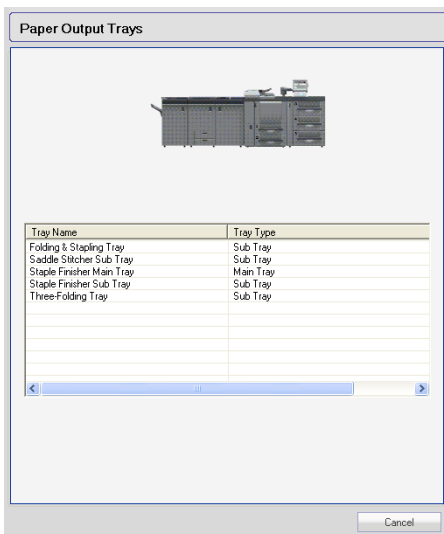
– Tray Name
– Tray Type

✎ **. . .**

Note
Manually added or non-supported printers may not provide this information to Printgroove POD Queue. If this is the case, these fields are blank. If these fields are blank, Printgroove POD Queue will not recommend the printer nor send print jobs automatically when [Auto Mode] is on.

Engine Counter

The Printer Monitor provides engine counter information about the printer. To access this information, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Engine Counter] Setting Option to open the screen.
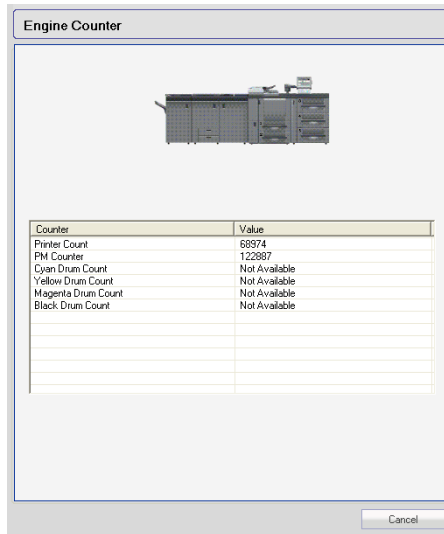
3 The [Engine Counter] table provides the following information:

– Printer Count
– PM Count
– Cyan Drum Count
– Magenta Drum Count
– Yellow Drum Count
– Black Drum Count

Storage

The Printer Monitor provides storage information about the printer. To access this information, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Storage] Setting Option to open the screen.

3 The [Storage] table provides the following information:

– Storage Type
– Description
– Size
– Storage Used

Settings

There are six types of Printer Settings: Registration and Customization, Print-er Priority and Device Queue Name, Special Feature: Booklet Shrink to Fit and Installed Feature: High Chroma Printing.
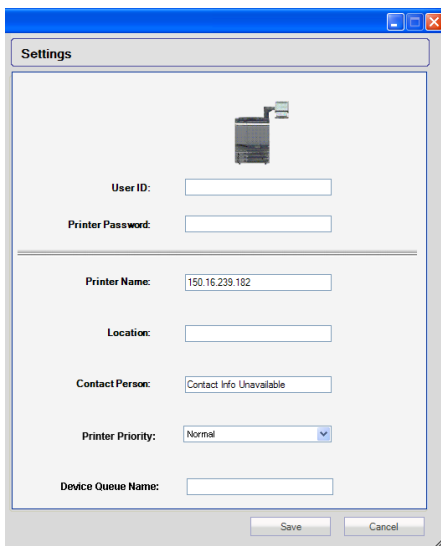
Registration

Some printers support the Password Enable feature. If a printer used by Printgroove POD Queue is configured with this setting to On, the User ID and Printer Password must be registered with Printgroove POD Queue before Printgroove POD Queue can Enable the printer. This is a one-time setting and does not require modification unless the User ID or Printer Password are changed at the printer.

NOTE: If a Konica Minolta printer has the Password Enabled Feature set to On, the User ID and Printer Password values are limited on a per-device ba-sis. This is a printer- specific limitation and can be located in the Printer's Us-er's Guide.

When you Enable a printer, a pop-up screen will open and notify you if this setting is required. You must enter this information before the printer can be Enabled.

Use the following procedure to enter the printer settings.

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Settings] Setting Option to open the screen.

3 Enter a [User ID] and [Printer Password].

4 Click the [Save] button. The Printer Monitor closes and the information is saved. The printer can now be Enabled.

5 Right-click on the printer's icon in the Destination panel and select Enable from the drop-down menu. If a valid User ID and Password were entered, the printer is Enabled and can be used. If an invalid User ID or Password were entered, a pop-up message will inform you of this situation. You cannot Enable the printer without the correct information. Please see your System Administrator if you have questions.

Customization

Three Quick View Details fields may have their values customized using Printgroove POD Queue's Printer Monitor:

Printer Name, Location and Contact Person. If these values are set via the Printer Monitor, they overwrite any values entered via the printer's Host Utility. However, these new settings are local to Printgroove POD Queue and will not overwrite the Host Utility-set values anywhere they are displayed external to Printgroove POD Queue.

The advantage of using this setting option is to provide Quick View Details relevant to your reprographics department (please see "Information Panel" on page 4-9 for details). As well, the Printer Name entered via the Settings screen will also be the Printer Name that appears in the Destination panel, underneath the icon of the printer, as well as in the Printer's folder name in the Printer Jobs panel and the Selection panel.

Use the following procedure to change the printer settings.

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Settings] Setting Option to open the screen.

3 Enter values in the fields, as required.

4 Click the [Save] button. The Printer Monitor closes and the information is saved.

Printer Priority

When Auto Mode is On, two or more printers may be available for processing the selected job. This field allows the user to assign a priority value to a printer to resolve such a situation. The drop-down menu has two values: Normal

(default) and High. If High is selected, that printer will have the first priority in Auto Mode if two or more of the printers meet all the criteria of the print job.

If two or more identically matched printers have High selected, the printer with the shortest Time Remaining value will be selected.

Device Queue Name

Some third-party printers require the user to create and name a Device Queue through which data is conveyed between that printer and Printgroove POD Queue. This Device Queue is created at the third-party device. Once created, the name of the Device Queue must be registered with Printgroove POD Queue in order to enable proper transference of data. If this field is re-quired, it will appear on the Printer Settings screen and may be modified, as required. A value for this field can also be specified when manually adding a third-party printer to Printgroove POD Queue.

Special Feature: Booklet Shrink to Fit

For a description of this setting's use, please see "Special Feature: Booklet Shrink to Fit" on page 3-26.

For Booklet Shrink to Fit to work, the patch or firmware must be installed. A Printgroove POD Queue user must then enable recognition on the supported printer. Once the printer is installed and appears in Printgroove POD Queue's Destination panel, use this method to activate recognition:

1 Locate the printer's icon in the Destination panel.

2 Enable the printer (see "Enabling a Printer" on page 3-28).

3 Right-click on the printer's icon and select [Edit] from the drop-down menu or double-click the printer's icon to open the Printer Monitor.

4 Select the [Settings] option to open the Settings screen.

5 The [Special Feature: Booklet Shrink to Fit] check box is at the bottom of the screen. Select the check box.

6 Click [Save]. The Printer Monitor closes and the recognition is activated.

Installed Feature: High Chroma Printing

For a description of this setting's use, please see "Installed Feature: High Chroma Printing Support" on page 3-27.

A Printgroove POD Queue user must enable the Installed Feature High Chroma Printing recognition on all installed C65hcs for this feature to work correctly. This can be done using either of the following methods.

If the C65hc is added to Queue using Discovery . . .

1 Locate the C65hc's icon in the Destination panel.

    – When Manually adding the printer, the Printer Model value you should select is C65hc/IC-305.

2 Enable the printer (see "Enabling a Printer" on page 3-28).

3 Right-click on the printer's icon and select [Edit] from the drop-down menu or double-click the printer's icon to open the Printer Monitor.

4 Select the [Settings] option to open the Settings screen.

5 The [Installed Feature: High Chroma Printing] check box is at the bottom of the screen. Select the check box.

6 Click [Save]. The Printer Monitor closes and the recognition is activated.

If the C65hc is added to POD Queue Manually . . .

1 Complete the procedure as described in "Add a Single Printer Manually" on page 3-12.

2 Locate the C65hc's icon in the Destination panel.

3 Enable the printer (see "Enabling a Printer" on page 3-28).

4 Right-click on the printer's icon and select [Edit] from the drop-down menu or double-click the printer's icon to open the Printer Monitor.

5 Select the [Settings] option to open the Settings screen.

6 The [Installed Feature: High Chroma Printing] check box is at the bottom of the screen. When manually adding a printer, this check box is selected for you. Verify that it is selected. If it is selected, recognition is active. Click [Close].

7 If it is not selected, select the check box then click [Save]. The Printer Monitor closes and the recognition is activated.

Host Utility

Each printer's Host Utility provides setup and configuration settings about the printer. It may be useful to view this information, so Printgroove POD Queue provides a quick way to launch a printer's Host Utility.

Most Host Utilities allow you to set the Printer Name, Location and Contact Information values. These values can also be set via Printgroove POD Queue (please see "Settings" on page 5-79 for details).

To launch the Host Utility, follow this procedure:

1 Double-click on a printer icon in the Destination panel to open the Printer Monitor.

2 Click the [Host Utility] Setting Option to open the screen.
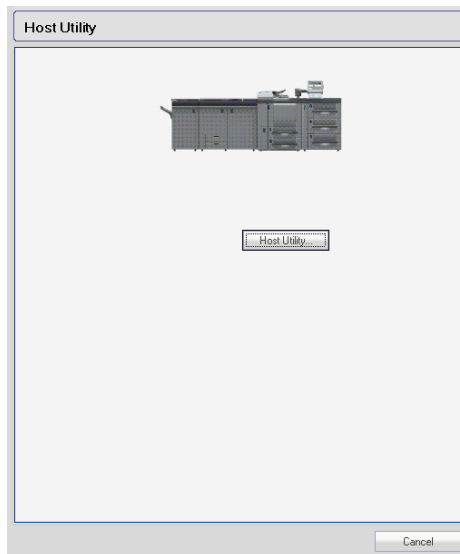
3 Click the [Host Utility] button to launch the Host Utility.

5.8 Global Search

Printgroove POD Queue allows you to search for print jobs or printers.

Use the Global Search tool to specify the parameters of a search. Searches may also be stored and reused.

To open the Global Search screen, click the [Global Search] icon in the Icon Bar.

The [Global Search] screen is divided into four sections.

Section 1: Setting Options

If the [Printer] radio button is selected, there are two setting buttons. Each represents a large setting category. [Printer Settings] is expanded and all the other options are collapsed. If the [Job Ticket] radio button is selected, there are seven setting buttons. [Job Settings] is expanded and all the other options are collapsed. Click on a button. If there are sub-settings, the button expands and the sub-setting menu opens.

Section 2: Search Parameters Summary

The specified search parameters are summarized in this field.

Section 3: Setting Display Panel

Click on a setting option and the corresponding options appear in this panel. If there are sub-settings, click on the sub-setting to display those options.

Section 4: Global Search Details

Search Type radio buttons appear at the top of the section. Select a button to specify a search type. The [Global Search Name] is noted below the radio buttons. All saved Searches appear in the drop-down menu.

The [Apply] button is used to load a Saved Search into the Editor. Select a Saved Search from the drop-down menu then click the [Apply] button. The fields are then populated with the selected Search's saved values.

When a Saved Search has been loaded (by clicking [Apply]), you may then edit that Search. To save changes, click the [Save] button.

The [Delete] button removes saved Searches from Printgroove POD Queue.

The [And/Or] filter allows you to refine your search. Select [And]. All specified search parameters must be located for Printgroove POD Queue to return a match. Select [Or] and Printgroove POD Queue returns a match for any Job Tickets that contain one or more of the specified parameters.

5.8.1 Global Search: Job Ticket Setting Options

If the [Job Ticket] radio button is selected, the Global Search screen has seven primary job ticket search setting options. Select an option then specify the criteria for your search. If you set just one criterion, the search results may be greater. If you set multiple criteria, the number of search results may be reduced. The [Add/Or] filter also controls the search results.

✎ **. . .**

Note
By default, all text fields are blank. All drop-down menus have [No Value Set] selected.

Job Settings

Job Settings has two sub-menus:

1. Job Information

Job Information

Input Source	Select one of the following options from the drop-down menu: [No Value Set], [Printgroove POD Serve], [Printgroove POD Guide], [Printgroove POD Ready], [Printgroove POD Queue], [Printgroove POD Driver] or [Other]. Any job that matches the selected option is considered when you initiate your search.
Priority	Select one of the following options from the drop-down menu: [No Value Set], [Normal], or [Rush]. Any job that matches the selected option is considered when you initiate your search.

Job Type	Select one of the following options from the drop-down menu: [No Value Set], [Print], [Copy], [Proof] or [Box Job]. Any job that matches the selected option is considered when you initiate your search.
Job Created By	If you wish to use this field, enter a name in the text field. Any job that matches the name specified in this field is considered when you initiate your search.
Date Search Range	Select one of the following radio buttons to specify the type of search: [No Value Set], [Submission Time], [Due Date] or [Completed Time]. Specify the search range values by selecting a range in the [To] and [From] fields. Any job that matches the settings specified in this range is considered when you initiate your search.

2. Job Details

Color Intent	Select from the following radio buttons: [Color], [Black & White] or [Mixed]. If [Color] or [Mixed] are selected, you may also select the [High Chroma] check box. Any job that matches the selection is considered when you initiate your search.

Basic Settings

Basic Settings has three sub-menus:

1. Copies

Select one of the following criteria from the [Search For] drop-down menu: [No Value Set], [More Than], [Less Than] or [Between]. Enter the values in the drop-down menu/s. Any job that matches the settings specified in this section is considered when you initiate your search. If you select [Between], your search results will include the start and end values of your search range.

2. Paper Settings

Paper Size	Select an output print size from the drop-down menu. Any job that matches the selected setting is considered when you initiate your search.
Paper Type	Select a [Paper Type] from the drop-down menu. Any job that matches the selected setting is considered when you initiate your search.
Paper Weight	Select the [Paper Weight] from the drop-down menu. Any job that matches the selected setting is considered when you initiate your search.
Paper Color	Select the [Paper Color] from the drop-down menu. Any job that matches the selected setting is considered when you initiate your search.
Paper Name	Enter the [Paper Name] in the text field. This is a user-defined name. Any job that matches the specified text is considered when you initiate your search.

Use Perforated Paper	Select a [Use Perforated Paper] setting from the drop-down menu. Any job that matches the selected setting is considered when you initiate your search.

3. Output Method

Select one of the following radio button: [No Value Set], [Print], [Save in User Box], [Save in User Box & Print], [Wait] or [Proof & Print]. Any job that matches the selected option is considered when you initiate your search.

Layout Settings

Layout Settings has two settings:

1. 2-in-1

Select a value from the drop-down menu. Any job that matches the selected option is considered when you initiate your search.

2. Print Type

Select a value from the drop-down menu. Any job that matches the selected option is considered when you initiate your search.

Cover Sheet Settings

Cover Sheet Settings has no sub-menus. There are two settings:

1. Front Cover

There are three values in the [Front Cover] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Front Cover] settings specified are considered when you initiate your search. If [Off] is selected, all print jobs that lack [Front Cover] settings are considered when you initiate your search.

2. Back Cover

There are three values in the [Back Cover] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Back Cover] settings specified are considered when you initiate your search. If [Off] is selected, all print jobs that lack [Back Cover] settings are considered when you initiate your search.

Finishing Settings

Finishing Settings has two sub-menus:

1. Paper

Saddle Stitch	There are three values in the [Saddle Stitch] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Saddle Stitch] specified are considered when you initiate your search. If [Off] is selected, all print jobs that do not have [Saddle Stitch] specified are considered when you initiate your search.
Trim	There are three values in the [Trim] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Trim] specified are considered when you initiate your search. If [Off] is selected, all print jobs that do not have [Trim] specified are considered when you initiate your search.
Staple	Select a value from the drop-down menu. Any job that matches the selected option is considered when you initiate your search.
Punch	Select a value from the drop-down menu. Any job that matches the selected option is considered when you initiate your search.
Folding	Select a value from the drop-down menu. Any job that matches the selected option is considered when you initiate your search.

2. Perfect Binding

There are three values in the [Perfect Binding] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have [Perfect Binding] specified are considered when you initiate your search. If [Off] is selected, all print jobs that do not have [Perfect Binding] specified are considered when you initiate your search.

Inter-Sheet Settings

Inter-Sheet Settings has no sub-menus. There are two settings:

1. Chapter

There are three values in the [Chapter] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Chapter] settings specified are considered when you initiate your search. If [Off] is selected, all print jobs that lack [Chapter] settings are considered when you initiate your search.

2. Per Page Settings

There are three values in the [Per Page Settings] drop-down menu: [No Value Set], [On], [Off]. If [On] is selected, all print jobs that have any [Per Page Settings] specified are considered when you initiate your search. If [Off] is selected, all print jobs that lack [Per Page Settings] are considered when you initiate your search.

Customer Information

The *Customer Information* Setting Option has no sub-menus. You may enter data into all of the text fields. Please see "Text Use Conventions" on page 4-4 for details about text field limitations. Any job that matches specified fields are considered when you initiate your search.

When using this these fields for a search, wildcards may be used as noted:

- los* : All print jobs that start with *los* are noted as matches.
- *los : All print jobs that end with *los* are noted as matches.
- *los* : All print jobs that contain *los* in any location are noted as matches.

5.8.2 Global Search: Printer Setting Options

If the [Printer] radio button is selected, the Global Search screen has two primary printer search setting options. Select an option then specify the criteria for your search.
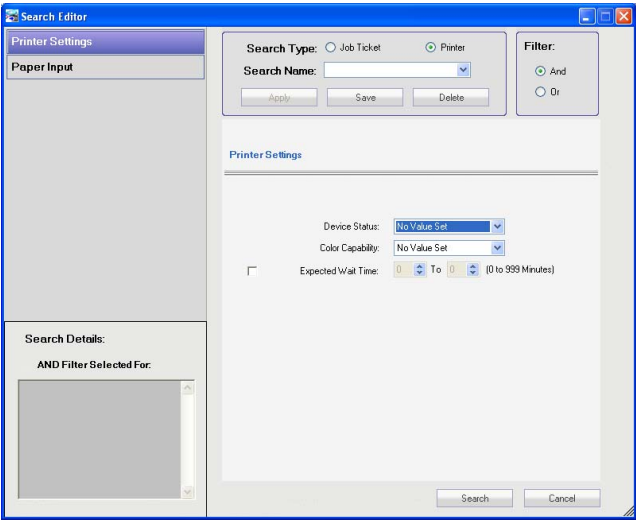
Printer Settings

Device Status and Color Capability	Select an option from the drop-down menus. Any printer that matches the selected option is considered when you initiate your search.
Expected Wait Time	A search range may be specified. Any printer that matches the specified range is considered when you initiate your search.

Paper Input

Paper Size	Select an option from the drop-down menu. Any printer that currently has the specified [Paper Size] loaded in a tray is considered when you initiate your search.
Paper Type	Select an option from the drop-down menu. Any printer that currently has the specified [Paper Type] loaded in a tray is considered when you initiate your search.
Paper Source	Select an option from the drop-down menu. Any printer that has the selected Tray is considered when you initiate your search.

Paper Weight	Select one of the following criteria from the Paper Weight drop-down menu: More Than, Less Than or Equal to. Enter a value in the spin box. Any job that matches the settings specified in this section is considered when you initiate your search.
Paper Color	Select an option from the drop-down menu. Any printer that currently has the specified [Paper Color] loaded in a tray is considered when you initiate your search.

5.8.3 Global Search: Using

Search for a Job Ticket

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the [Job Ticket] radio button.

3 Use the [Setting Option] menu to select the search criteria.

4 Click the [Search] button. Printgroove POD Queue processes your search request. Search Results open in the Main panel. Job Tickets are subject to all Main screen functionality and may be dragged-&-dropped to the Destination panel or modified using the right-click menu.

5 Click [Close (X)] in the upper-right corner of the Search Results panel to close it. The Main panel returns.

– NOTE: If Printgroove POD Queue receives a notification from the Printgroove POD Server, the Search screen may minimize into the Windows task bar.

6 The Global Search screen remains open. Modify the criteria if you wish to conduct another search or click the [Cancel] button if your search is completed. The Global Search screen closes.

Search for a Printer

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the [Printer] radio button.

3 Click either the [Printer Settings] or [Printer Input Setting Option]. The unselected option is grayed out. Printer searches are limited to one option or the other but not both.

4 Select the search criteria.

5 Click the [Search] button. Printgroove POD Queue processes your search request. Search Results open in the Main panel.

– NOTE: If Printgroove POD Queue receives a notification from the Printgroove POD Server, the Search screen may minimize into the Windows task bar.

6 Click [Close (X)] in the upper-right corner of the Search Results panel to close it. The Main panel returns.

7 The Global Search screen remains open. Click the [Cancel] button to close the screen.

Create and Save a New Search

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the [Job Ticket] or [Printers] radio button.

3 Enter the name of the Search in the Search Name drop-down menu. This text box must be filled out and the name must be unique.

– Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

4 Use the [Setting Option] menu to select the remaining settings for the [Search].

5 Click the [Save] button. The settings are applied and the new [Search] is saved in the drop-down list. The Global Search screen closes.

Use a Saved Search

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the Job Ticket or Printer radio button. Then from the Saved Searches drop-down menu, select a Saved search.

3 Click the [Apply] button, and then click the [Search] button. Printgroove POD Queue processes your search request and displays the results in the Main panel.

4 Click [Close (X)] in the upper-right corner of the Search Results panel to close it. The Main panel returns.

5 The Global Search screen remains open. Click the [Cancel] button if your search is completed. The Global Search screen closes.

Edit a Saved Search

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the Search you wish to edit from the [Search Name] drop-down list, and then click the [Apply] button.

3 To change the [Search Name], enter the new name.

4 Modify additional settings for the [Search] as required.

5 Click the [Save] button. The edits are applied and the [Search] is saved in the drop-down list. The Global Search screen closes.

Delete a Saved Search

1 Click the [Global Search] icon in the Icon Bar. The Global Search screen opens.

2 Select the Search you wish to delete from the [Search Name] drop-down list.

3 Click the [Delete] button.

4 A pop-up message verifies the request. If the [Cancel] button is selected, the Search is not deleted. If the [OK] button is selected, the Search is deleted and removed from the drop-down list.

5.9 Printgroove POD Driver

The Printgroove POD Driver is a tool that makes it easy for you to submit any document to Printgroove POD Queue (or any of the Printgroove POD modules). In actuality, the driver is a virtual printer. You access it the same way you do any printer, you have access to many of the setting features found in a printer driver, but when you click the Print button, the job is converted to a JDF/PDF file and then sent to Printgroove POD Queue.

5.9.1 Locating the Driver Install File

The Printgroove POD Driver install file is available from several locations. Select a location from the list below. Once you have the file, you can then install the Printgroove POD Driver.

Companion CD

When you first purchase a Printgroove POD module, you receive a server. A Companion CD is packaged with that server. The CD contains all the documentation for the Printgroove POD modules and install files for all the Printgroove POD Client applications. The install file for the driver is also included on this CD. The Quick Install Guide and the Printgroove POD Driver User's Guide both contain install instructions.

Printgroove POD Serve Hyperlink

Printgroove POD Serve provides the hyperlink to the driver install file from their home pages. Click the hyperlink to initiate the driver installation process. For details, refer to the Printgroove POD Serve User's Guide.

Once the Printgroove POD Driver is installed, you may then use it to submit print jobs to Printgroove POD Queue.

6 Using Printgroove POD Queue

Printgroove POD Queue's Main panel provides a visual reference for the workflow process. Jobs enter the Inbox panel, move to the Printer Jobs panel where they are processed and end at the Completed Jobs panel once processing is complete. This chapter explains, in detail, the different options you may use as a job moves through the workflow.

The Chapter is broken down into four sections:
● Inbox Workflow Tasks
● Printer Jobs Workflow Tasks
● Completed Jobs Workflow Tasks
● Processing Special Print Jobs

6.1 Inbox Panel Workflow Tasks

The Inbox panel is the point-of-entry for new Printgroove POD Queue jobs. Here you can review and modify Job Ticket settings, group jobs together for batch processing, locate the best printer or queue for processing a job, and move jobs to their next processing phase.

This section provides an overview of the various steps a print job may move through once it enters the Inbox. Instructions for related procedures are also provided.

6.1.1 Organize Inbox Jobs

When Printgroove POD Queue is first installed, you may wish to modify the Inbox panel to meet the needs of your reprographics department (Please see "Display Panel Features & Functions" on page 4-10 for details about these settings). Once the Inbox is customized, you may find it helpful to identify jobs that share similar characteristics. The following functions allow you to compare jobs and, if required, batch them together.

Sort Inbox Jobs by Columns

The Job Ticket setting values of each column are noted in the sub-header row. You may wish to sort all the Inbox jobs based on one of these values, for example, *Paper Size*. To sort by a column sub-header, follow this procedure:

1 Click on the [Paper Size] sub-header row. An [Up/Down] arrow appears in the selected column. All the jobs in the Inbox panel sorts according to your selection. A [Up] arrow indicates that the column is sorted either alphabetically from A to Z or numerically from the lowest to the highest

number. Click the same sub-header a second time. The [Down] arrow is displayed and the sort order is reversed.

2 If Groups are created, the jobs they contain are sorted by the same selected criteria. If required, open the Group folder (click on the plus sign) to view the contents.

Sort All Jobs by Columns

Individual print jobs can reside in the Inbox, in Groups, at printers and in the Completed Jobs panel. It may be useful to view all of these jobs in one location, to get a larger view of the relationships between all jobs in Printgroove POD Queue. The [View All Jobs] panel enables this function. To use it, follow this procedure:

1 Click [View All] in the Icon Bar. All jobs currently in Printgroove POD Queue are displayed in a single-panel view. The same sub-headers columns that appear in the Inbox panel are displayed here with the addition of four other columns: [Location] (Inbox, Group, Printer or Completed), [Expected Wait Time], [Completed Time] and [Printer Used].

2 Click on a sub-header row to sort the print jobs. Sort functions are identical to those noted in "Sort Inbox Jobs by Columns" on page 6-1.

Limited Search for Jobs

Sorting jobs allows you to organize jobs based on a single setting. If you wish to search for jobs that share more than one sub-header value, you may use the search [Filter].

Right-click on a column name in the Inbox or All Jobs panels to open the drop-down menu. Select [Filter]. A highlighted row is added to the top of the selected panel. Fill in search data in the individual cells of the highlighted row (one or more cells). Some columns provide drop-down menus from which you may select a value. Press [Enter]. All search results appear underneath the highlighted row. Deselect the [Filter] option from the menu to close the feature.

Expanded Search for Jobs

Searching for print jobs using the [Filter] is a quick way to locate jobs that share certain traits but this method has one limitation: you can only sort based on the column sub-header values. If you wish to locate jobs that share job ticket settings not displayed in the sub-header columns, use the [Global Search] Tool.

This tool allows you to specify any job ticket settings then conduct a Printgroove POD Queue-wide search for all job tickets that meet your criteria.

For more information, please see "Global Search: Using" on page 5-92. This section provides complete details about the Global Search tool and its use.

Batch Jobs Using Groups

After searching for jobs that share characteristics, you may wish to batch those jobs. Groups are places where like jobs may be stored. To add a job to a Group, click on the job and drag-&-drop it to the Group. When you are ready to process jobs stored in a Group, they may all be moved simultaneously to a single location by right-clicking on the Group's header row and selecting Move from the drop-down menu.

The Group Editor Tool allows you to create and edit Groups. For complete information about this tool, please see "Group Editor: Using" on page 5-52.

6.1.2 Check New Jobs for Special Settings

While organizing and batching jobs, there are three important things you should check first: the [Priority] column, [Late Jobs] and the [Check Job] column.

Check "Priority" Column

There are two values for this column: [Normal] and [Rush]. If [Rush] is selected, process these jobs first.

Check "Late" Jobs

If the current date and time are beyond the values specified in the [Due Date] field of the Job Ticket, the entire job row turns red. You may wish to change the [Priority] of these jobs to [Rush] and process them first.

✎ **. . .**
   Note
   Changing the Priority to Rush has no effect on the print job's order once it is sent to a Queue. See "Change Print Order of Jobs" on page 6-14 for information about assigning print priority to Rush jobs.

Verify "Check Job" Column

If the [Check Job] column reads [Yes], and the cell is red, it means that the print job requires special handling. When the value is [Yes], the [View Recommends] icon is grayed out and cannot be selected. This is because special handling is required. Printgroove POD Queue cannot provide a recommend for the print job since you must decide how to resolve the special handling issues first. If [Auto Mode] is On, these jobs are placed in the Inbox panel and must be processed manually.

When the [Check Job] column reads [Yes], one (or more) of the following three conditions exist: [No File Attached], [Multiple Files Attached], [Non-Supported Settings Detected]. These conditions should be resolved before the print job is processed. Instructions for handling each case follow.

1. No File Attached

If no PDF file is attached to the Job Ticket, there is nothing to send to a printer. However, a copy job may be intentionally submitted without a document attached. If this is the case, Printgroove POD Queue is simply a place to store the Job Ticket settings and manually track the job.

To verify if the job is intentionally without a PDF file or if the PDF file is required but missing, follow this procedure:

1   Select the job and double-click it to open the Job Ticket Editor.

2   Click the [Job Settings] button then select the [Job Details] sub-menu.

3   In the main display panel, check the [Print Document], [Attached PDF Files] and [All Attached Files] fields. If all are blank, no document is attached to the job ticket. You must determine if this is intentional or accidental.

4   Select the [Notes] sub-menu. In the main display panel, read the [Notes].
   – If the job was intentionally submitted without a document, it should be noted here.
   – If the job was intentionally submitted without a document, click the [Cancel] button to close the Job Ticket Editor and process the job manually. (For details about processing these types of jobs, please see "Manual Completion" on page 6-11.)
   – If the job was accidentally submitted without a document, and Printgroove POD Guide is active, proceed to Steps 5 - 6.
   – If the job was accidentally submitted without a document, and Printgroove POD Guide is not active, proceed to Steps 7 - 14.

   – If Printgroove POD Guide is Active

5   and the job was submitted through this module, click the [Add] button on the Notes page and add a notation, explaining the situation. Click [Save] to close the Job Ticket Editor.

6   Click the job to select it. Right-click and select [Reject] from the dropdown menu. The print job and your Notes are sent back to Printgroove POD Guide.

   – If Printgroove POD Guide is NOT Active

7   Select the Job Details sub-menu.

8   Click the [Upload] button. On the screen that opens, navigate to the correct PDF file.

9   Click the [Open] button when the document is located. The screen closes and the PDF file name appears in the Print Document field. The print job may now be processed normally.

2. Multiple Files Attached

Jobs may be submitted to Printgroove POD Queue with multiple files attached. Special handling may be required for the job to print. To check if multiple files are attached and, if so, how they should be handled, follow this procedure:

1   Select the job and double-click it to open the Job Ticket Editor.

2   Click the [Job Settings] button then select the [Job Details] sub-menu. In the main display panel, check the [All Attached Files] fields. If there are two or more documents in the field, the print job requires special attention.

–   There are two basic reasons a job ticket has more than one file attached to it: either one of the files is for printing and the others contain instructions for processing the job or all of the files need to be printed. Instructions for processing each of these cases follow.

1 File to Print, 1 File with Instructions

If this situation exists, you need to make sure that Printgroove POD Queue has the right PDF file to print. You then need to download the instructions file, open it locally and read it. To do that, follow this procedure:

1   Click the [Job Settings] button then select the [Notes] sub-menu.

2   In the main display panel, read the [Notes]. An explanation of the attached files should be noted here. If an explanation is not provided and you cannot verify which of the attached files the print job is, you should not process the job. If it is clear which of the attached files is the print job, continue.

–   Note: Only PDF files can be attached to the job ticket. If a non-PDF file is submitted as the print file, download the document then re-submit it as a New print job using the Printgroove Driver.

3   Click the [Job Details] sub menu. Verify that the correct document appears in the [Print Document] field. If it does not, check the [Attached PDF Files] drop-down and select the print document from the list. If the

correct document does not appear in the drop-down list, you should not process the job. If correct PDF file appears in the [Print Document] field, continue.

4 From the [All Attached Files] drop-down menu, select the customer instructions document.

5 Click the [Download] button.

6 The Save As screen opens. Navigate to the correct storage location then click [Save]. The file is saved in the noted location.

7 Click [Save] to close the Job Ticket Editor.

8 Open the saved file locally and read the customer instructions document. The print job may now be processed normally.

Multiple Files to Print

If this situation exists, you need to select one PDF file to print with the current job ticket, download the other documents locally and then create a New job for each downloaded document. To do that, follow this procedure:

1 Click the [Job Settings] button then select the [Notes] sub-menu.

2 In the main display panel, read the [Notes]. An explanation of the attached files should be noted here. If an explanation is not provided and you cannot verify which of the attached files is the print job, you should not process the job. If it is clear which of the attached files is the print job, continue.

– Note: Only PDF files can be attached to the job ticket. If a non-PDF file is submitted as the print file, download the document then resubmit as a New print job using the Printgroove Driver. Please see the Printgroove Driver User's Guide for instructions.)

3 Click the [Job Details] sub-menu. Verify that the correct document appears in the [Print Document] field. If it does not, check the [Attached PDF Files] drop-down and select the print document from the list. If the correct document does not appear in the drop-down list, you should not process the job. If correct PDF file appears in the [Print Document] field, continue.

The open Job Ticket can now be processed normally. The PDF file selected in Step 3 will be the document that prints. Follow the remaining steps to download additional files and resubmit them for printing.

4 From the [All Attached Files] drop-down menu, select any of the other attached files.

5 Click the [Download] button.

6 The Save As screen opens. Navigate to the correct storage location then click [Save]. The file is saved in the noted location.

7 Click [Save] to close the Job Ticket Editor.

8 Open the saved file locally. If it is a PDF file, use Printgroove POD Queue to create a New print job (see "Create a New Printgroove POD Queue Job" on page 6-21 for complete instructions). If the downloaded file is not PDF format, use the Printgroove Driver to submit the job to Printgroove POD Queue. The driver automatically converts the document to PDF. (Please see the Printgroove Driver User's Guide for instructions.) Once the new job is submitted to Printgroove POD Queue, it may be processed normally.

9 If multiple files need to be downloaded, repeat steps 4-8 for each document.

Non-Supported Settings Detected

If the job ticket contains settings that Printgroove POD Queue does not support (Ring Binding, for example), you must review these settings and decide how to support them before processing the print job. For complete details about resolving these settings, please see "Resolving Non-Supported Settings" on page 5-29.

6.1.3 Auto Mode

Auto Mode is a Printgroove configuration setting that can automate print job processing. When Auto Mode is [On], Printgroove POD Queue attempts to match the print job ticket settings with a Group. If a match is found, the job is moved to the Group and must be manually processed. This step automates batching, allowing like jobs to collect in a single location where they can they be processed together.

If no Group match is found, Printgroove POD Queue attempts to match the print job to a printer or a cluster that can process all the settings. If a match is found, Printgroove POD Queue sends the print job to the matched printer or cluster and the job automatically queues up.

To activate Auto Mode, please see "Auto Mode Settings" on page 3-18 for details. By default, Auto Mode is [Off].

When Auto Mode is [On], Group, printer or cluster matches may not be found for all jobs. These unmatched jobs are placed in the Inbox panel and must be manually processed.

If Printgroove POD Queue is running and Auto Mode is changed from Off to On, jobs that are in the Inbox prior to the change will not be automatically matched against Enabled printers and Clusters. Only new jobs sent to Printgroove POD Queue after the change was made will be automatically matched.

When Auto Mode is [Off], all jobs are placed in the Inbox and must be manually processed.

6.1.4 Locate a Print Job Destination

Once you have checked and resolved print jobs with special settings, once all required jobs have been batched, jobs may then be sent to a printer for processing. Printgroove POD Queue provides several tools that help you locate the best matched printer for each job.

✎ **. . .**

Note

Print jobs may also be sent to Clusters or Virtual Queues. Please see "Cluster Jobs" on page 6-22 or "Virtual Queue Jobs" on page 6-28 for discussions about these processing options.

Destination Panel

The Destination panel, the Information panel and the Printer Monitor are three easy-to-access tools that provide quick information about individual printers.

The Destination panel provides an iconographic image of each discovered printer. Roll the mouse over a printer icon and an information screen opens. This provides the printer's IP Address, Model, Status and color Type information. The icons for Enabled printers are in color. Any Disabled printers are gray. You cannot use Disabled printers.

Information Panel

If the Destination panel does not provide enough information to make a selection, click on a printer's icon. Additional information about the printer appears in the Information panel.

The Information panel has two tabs. By default, the [Device View] tab is selected. A fully configured bitmap image of the printer appears in the panel. Click the [Quick View] tab and a Quick View summary of important printer data appears in the panel.

Printer Monitor

If neither the Destination nor the Information panels provide enough information about the printer, double-click the printer icon and the Printer Monitor opens. The Printer Monitor provides the most comprehensive overview of the selected printer. For complete details about this tool, please see "Printer Monitor: Setting Options" on page 5-72.

Printer Search

The Destination panel, the Information panel and the Printer Monitor provide specific information about individual printers. Instead, you may wish to know which printers support specific functions. The Global Search tool allows you to specify these parameters and then have Printgroove POD Queue search for all printers that meet the criteria defined in your search.

Please see "Global Search: Using" on page 5-92 for instructions regarding the use of this tool.

Selection Panel

If you wish to find a printer that can process an individual print job, use the Selection panel. The Selection panel compares the selected job to all Enabled printers and Clusters and provides four different recommend levels.

- Green: Perfect Match: all required Job Ticket criteria are supported by the printer or by all printers in a Cluster.
- Yellow: Job can be printed but the printer (or one or more of the printers in a Cluster) require attention.
- Red: Job cannot be printed until constraints are resolved.
- Gray: Job cannot be printed.

From the Selection panel, a print job may be sent directly to a selected printer.

Please see "Selection Panel" on page 5-40 for instruction regarding the use of this tool.

6.1.5 Modify Print Job or Printer

During your search for a printer, you may encounter a situation where no printer can process your job. There are several things you may do in this situation.

Print Regardless of Settings

Even if Printgroove POD Queue provides a Red recommend for a printer, you may disregard this and print the job. If required Job Ticket settings are not supported by the machine, a pop-up informs you if any constraints are detected. If you receive a Mandatory constraint, the job will not print unless the

Job Ticket is modified. If the constraints are Optional, you may continue processing the job. Once the job finishes printing, a Banner page prints that notes Job Ticket settings and any Optional constraints you may have received. You may then choose to complete these processes off-line. Additionally, the Constraints column in the Completed Jobs panel will show a value of [Yes]. This indicates that not all specified settings were completed in-line.

Reconfigure the Printer

Changing the printer's setup may be required for some jobs. For example, you may need to change the paper size or type or add or enable finishers. These options may then provide the printer with enough functionality to process your job.

Edit the Job Ticket

The job ticket may need to be modified for some jobs. You may open the Job Ticket Editor and modify any of the settings. This may then provide the functionality required for the selected printer to print your job.

Please see "Job Ticket Editor: Using" on page 5-35 for instructions regarding the use of this tool.

6.1.6 Move Print Jobs Out of Inbox

Once the print jobs have been reviewed and their destinations determined, they are ready to be moved out of the Inbox and on to the next phase of processing. Various processing options are discussed below, as well as the steps required to handle each situation.

Reject, Cancel or Delete

If a job is cancelled by a customer or if a job ticket contains conflicts that cannot be resolved, these print jobs should not be processed. Having determined this, you have three options for moving these types of jobs out of the Inbox panel. To access these options, follow this procedure:

1 Click on the job to select it.

2 Right-click and the drop-down menu opens. Select one of the following options:

Reject:	When Printgroove POD Guide is active, use this option to reject a job and send it back to Printgroove POD Guide. Be sure to enter an explanation on the Notes page of the Job Ticket Editor. (Please see "1. No File Attached" on page 6-4, for information about filling out this field.)

| Cancel: | Use this option to move the job from the Inbox to the Completed Jobs panel. The job status changes to Cancel after the move. If Printgroove POD Queue is a stand-alone application, the job may be later moved back to the Inbox panel and printed. If Printgroove POD Guide is active, the job is sent back to Printgroove POD Guide and must be resubmitted for printing to occur. |
| Delete: | Use this option to remove the print job completely from Printgroove POD Queue. No record of the job remains in the Completed Job panel. The job must be resubmitted for printing. |

Manual Completion

If a copy job was intentionally sent to Printgroove POD Queue without a document attached, you should move the job ticket from the Inbox to the Completed Jobs panel, once the job finishes printing.

1 Click on the job to select it.

2 Right-click and the drop-down menu opens. Select [Complete]. The job is moved from the Inbox to the Completed Jobs panel. The job status changes to [Complete] after the move.

Save in User Box, Wait or Print & Proof

There are several [Printer Output] settings that may be required for a particular print job: [Save in User Box], [Save in User Box and Print], [Wait] and [Print & Proof]. These options may have been selected by the person submitting the print job or may need to be added based on your requirements as a reprographics department operator.

1 Click on a job to select it.

2 Double-click to open the Job Ticket Editor.

3 Click on [Basic Settings] then select the [Output Method] sub-menu.

4 The main panel displays all [Output Methods]. Select a radio button and fill out additional fields as required. (For a discussion about these options, please see "6. Output Method" on page 5-18.)

5 When complete, click [Save] to apply the settings.

Sending to a Printer (Move or Drag-&-Drop)

After removing jobs that cannot or should not be processed, after assigning any special output settings, all remaining jobs in the Inbox panel may be moved to a printer and processed.

✎ **. . .**

Note

The procedure for moving a job to a Cluster or Virtual Queue is identical. The criteria for using these options is discussed in detail in "Cluster Jobs" on page 6-22 and "Virtual Queue Jobs" on page 6-28.

There are two methods for moving a job to a printer.

Method 1

1 Click on a job to select it or hold down the [Shift] key and select multiple jobs.

2 Drag-&-drop the job(s) onto the printer's icon in the Destination panel. When the icon highlights, release the job(s).

3 Printgroove POD Queue processes your request. First, POD Queue checks to see if the job has any Non-Supported Settings. If settings are detected, a popup opens and informs you of the issues (see "Resolving Non-Supported Settings" on page 5-29 for details). After resolving these (or if none are detected), POD Queue next performs a constraint check. A pop-up informs you if any constraints are detected. If you re-ceive a Mandatory constraint, the job will not print unless the Job Tick-et is modified. Click the Cancel button to close the pop-up and then correct the constraint. If you'd like a record of the constraint, click the Export button on the pop-up. Navigate to the correct location and save a file that contains the constraint information. If the constraints are Op-tional, you may continue processing the job by clicking the Print button on the pop-up screen. Once the job finishes printing, a Banner page prints that notes Job Ticket settings and any Optional constraints you may have received. You may then choose to complete these processes off-line. Additionally, the Constraints column in the Completed Jobs panel will show a value of [Yes]. This indicates that not all specified set-tings were completed in-line.

– If you continue or if no constraints are detected, the job(s) appear in the Printer Jobs panel, in the folder for the selected printer.

Method 2

1 Click on a job to select it or hold down the [Shift] key and select multiple jobs.

2 Right-click and select [Move] from the drop-down menu. The Move Job(s) pop-up screen opens.

3 Select [Printers] from the [Category] drop-down menu.

4 Select the printer to which the job(s) should be sent from the [Available] drop-down menu.

5 Click the [OK] button. The pop-up closes.

6 Printgroove POD Queue processes your request. First, POD Queue checks to see if the job has any Non-Supported Settings. If settings are detected, a popup opens and informs you of the issues (see "Resolving Non-Supported Settings" on page 5-29 for details). After resolving these (or if none are detected), POD Queue next performs a constraint check. A pop-up informs you if any constraints are detected. If you receive a Mandatory constraint, the job will not print unless the Job Ticket is modified. Click the Cancel button to close the pop-up and then correct the constraint. If you'd like a record of the constraint, click the Export button on the pop-up. Navigate to the correct location and save a file that contains the constraint information. If the constraints are Optional, you may continue processing the job by clicking the Print button on the pop-up screen. Once the job finishes printing, a Banner page prints that notes Job Ticket settings and any Optional constraints you may have received. You may then choose to complete these processes off-line. Additionally, the Constraints column in the Completed Jobs panel will show a value of [Yes]. This indicates that not all specified settings were completed in-line.

If you continue or if no constraints are detected, the job(s) appear in the Printer Jobs panel, in the folder for the selected printer.

Custom Paper Sizes and Types

If you drag a job that has a Custom Paper Size, Printgroove POD Queue will look at the numeric value of the Custom size and see if the selected printer can support the value. If the printer cannot support the Custom size, a Mandatory constraint message will not this information. Conversely, if the selected printer supports Paper Sizes outside the acceptable range of Printgroove POD Queue's Custom Paper Settings, you may need to use a printer-specific, job monitoring application to modify and process the job. If this is required, save the job as a Box job (see "Save in User Box, Wait or Print & Proof" on page 6-11). This saves the job directly to the selected printer. You may then access the job from the printer's monitoring application and process it using the correct paper size.

This also applies for Paper Types not supported by Printgroove POD Queue (values that do not appear in the Paper Type drop-down menu).

6.2 Printer Jobs Panel Workflow Tasks

The Printer Jobs Panel portion of the workflow is automatic. In normal situations, user-intervention is not required since the Printer Jobs panel is more of a monitoring station, a place to track the progress of jobs at printers. Some situations require user intervention, specifically, Box jobs that need to be printed or completed, errors with jobs or with printers that need to be resolved, high priority jobs that need to be processed immediately, or customer-cancelled jobs that are in queue. This section explains how to deal with these situations.

6.2.1 Customize Printer Jobs Panel Display

The Printer Jobs panel may be customized. Except for differences in the Column names, the process is nearly identical to customization process for the Inbox panel described in "Organize Inbox Jobs" on page 6-1.

6.2.2 Change Print Order of Jobs

When a print job is sent to a printer, it is placed at the bottom of the printer's queue. The oldest jobs are at the top of the queue. If you need to modify the location of any print job in a queue, follow this procedure:

1 Click the job you wish to move by clicking on it.

2 Right-click and select [Move to Top] from the drop-down menu.

3 The selected job is moved to the number two position, just behind the currently printing job.

✎ **. . .**
Note
You cannot use Printgroove POD Queue to interrupt a processing job.

6.2.3 Print Box Job

If the Output Method option [Save in User Box] is selected, the job is stored on the selected printer's engine. Jobs with this setting that are sent through Printgroove POD Queue appear in the Printer Jobs panel, in the folder of the printer upon which they are stored. To print a saved box job, follow this procedure:

1 Right-click the job you wish to print and select [Print Box Job] from the drop-down menu.

2 A copy of the selected job is created and added to bottom of the printer's queue.

3 When the job finishes printing, it moves to the Completed Jobs panel.

✎ **. . .**

Note

When a Box Job is printed it will not include a Banner Page.

6.2.4 Complete Box Job

When a Box Job is printed, the job remains in the Printer Jobs Panel. When you are finished with a box job you may move it out of the Printer Jobs panel and into the Completed Jobs panel. If the Box job was originally sent to Printgroove POD Queue by Printgroove POD Guide, it is important to complete the job properly so that it can be returned to Guide along with all the job processing information. To complete a saved box job, follow this procedure:

1 Right-click the job you wish to complete and select [Complete Box Job] from the drop-down menu.

2 The job is moved to the Completed Jobs panel and its status is Complete.

3 If the job originated in Printgroove POD Guide, it is returned back to Guide.

6.2.5 Move Print Job Out of Printer's Queue

Certain situations may occur that make it necessary for you to remove one or more jobs from a printer's queue. For instance, a customer may cancel an order, a printer may be down for servicing or a printer may receive a fatal error while processing jobs. To move jobs out of a printer queue, follow this procedure:

1 Click on a job to select it.

2 Right-click to open the drop-down menu. There are two options that move the selected job(s) out of the printer's queue:

– Move: moves the job to the specified printer (For instructions for completing this option, please see page 6-11.)

– Cancel: Use this option to move the job from the Printer jobs to the Completed Jobs panel. The job status changes to Cancel after the move. If Printgroove POD Queue is a stand-alone application, the job may be later moved back to the Inbox panel and printed. If Printgroove POD Guide is active, the job is sent back to Printgroove POD Guide and must be resubmitted for printing to occur.

6.3 Completed Jobs Panel Workflow Tasks

The Completed Jobs panel provides information about jobs that Printgroove POD Queue has finished processing. The information may be live data--which means the job ticket and its print document are stored locally and may be reprinted--or the data may only be a log entry tracing the final process the job went through before being returned to Printgroove POD Guide. (Entries that include live data may also be exported out of Printgroove POD Queue and stored locally.) Information about these processes and instructions for completing each follow.

6.3.1 Customize Completed Jobs Panel Display

The Completed Jobs panel may be customized. Except for differences in the Column names, the process is nearly identical to customization process for the Inbox panel described in "Organize Inbox Jobs" on page 6-1.

6.3.2 Live Data

If Printgroove POD Queue is a stand-alone application, the Completed Jobs panel functions as a short-term storage location. From the Completed Jobs Settings screen, you may specify the number of jobs you keep. (Please see "Completed Jobs Options" on page 3-18 for details about defining these settings.)

When jobs are stored in Printgroove POD Queue's Completed Jobs panel, they contain the full job ticket as well as the print document (PDF file) associated with the job ticket. These types of jobs are referred to as Live Data. You may reprint Live Data jobs or export them.

If the Printgroove POD Guide module is active, its purpose is to manage the print job from its inception to its completion. Along this path, Printgroove POD Queue is merely one step. Once Printgroove finishes with the print job, the job is sent back to Printgroove POD Guide along with the actual job ticket and print document (PDF file). A data entry about the print job may appear in the Completed Jobs panel but only for a short period of time while Printgroove POD Queue transfers the job back to Printgroove POD Guide. The request to reprint a job that originated in Printgroove POD Guide must come from Printgroove POD Guide.

If the Printgroove POD Guide module is active but from within Printgroove POD Queue you create a [New] print job using the [File Menu] command (see "Create a New Printgroove POD Queue Job" on page 6-21), this new job is internal to Printgroove POD Queue and is not managed by Printgroove POD Guide. Live Data is provided for this type of job once it enters the Completed Jobs panel.

6.3.3 Check Constraints Column

If a Constraint message appears when you try to print a job, the message may contain Optional constraints. Optional Constraints are, primarily, finishing options that can be ignored without effecting the core settings of the Job Ticket. If you ignore these missing finishing options and print the job, the missing settings must be finished off-line.

Printgroove POD Queue provides three methods of reminding you of these missing settings:

- The original Constraint message
- Completed Jobs Panel: this panel contains a column named Constraints. If Yes appears in this column, the operator made the decision to ignore the Optional Constraints and print the job. As a result, not all Job Ticket settings were applied.
- The Banner Page: missing settings are noted on the Banner page under the Constraints section.

6.3.4 Export a Stored Job: Option 1

This option will combine the job ticket information and the attached PDF file and zip them together as a .jt-type file, a file type native to Printgroove POD Queue. Because of this, this option should only be used if you wish to export and then later import jobs back into Printgroove POD Queue.

1 Right-click on the job to select it.

2 Select [Export] from the drop-down menu.

3 The Save As screen opens. Specify the location where you would like to save the file.

4 Click the [Save] button. The Job Ticket and its PDF file are zipped together and stored as a jt-type file in the specified location.

✎ **. . .**

Note
Jobs may also be Exported from the Inbox panel.

6.3.5 Export a Stored Job: Option 2

This option will combine the job ticket information and the attached PDF file and zip them together as a JDF-type file, a file type that can be read by Printgroove POD Queue or any application that understands JDF-type files.

1 Right-click on the job to select it.

2 From the menu select [File] --> [JDF + PDF].

3 The Save As screen opens. Specify the location where you would like to save the file.

4 Click the [Save] button. The Job Ticket and its PDF file are zipped together and stored as a JDF-type file in the specified location.

✎ **. . .**
    Note
    Jobs may also be Exported from the Inbox panel.

6.3.6 Import a Printgroove POD Queue Job

.Jt-type files exported from Printgroove POD Queue may be Imported back as JDF-type files. To import a file back into Printgroove POD Queue, follow this procedure:

1 From the menu select [File] --> [Import] --> [Job Ticket + File]. The Import Job Ticket screen opens.

2 Click the [Upload] button. Navigate to the correct file, select it and click the Open button.

3 The job ticket name will appear in the text box of the Import Job Ticket screen.

4 Click the [OK] button.

5 The file is imported into Printgroove POD Queue. The job is assigned a new Job Ticket Number. All other values of the originally exported job remain the same.

✎ **. . .**
    Note
    Files are Imported back into the panel from which they were originally Exported. If you Exported a File from the Inbox panel, it will appear in the Inbox panel when you Import it back into Printgroove POD Queue. If you Import a new JDF-type file, in will appear in the Inbox panel.

6.3.7 Reprint a Stored Job

To reprint a job stored in the Completed Jobs panel, follow this procedure:

1 Right-click on the job to select it.

2 Select [Move] from the drop-down menu. The Move Jobs pop-up screen opens.

3 [Inbox] is automatically selected in the [Category] drop-down menu. You cannot modify this selection.

4 Click the [OK] button. The pop-up closes.

5 Printgroove POD Queue processes your request. A new job ticket is created and sent to the Inbox. A new job ticket number is created for the job.

6 A pop-up screen opens. It lists the number of the new job ticket. Click the [OK] button to close the pop-up screen.

7 Process the new job normally.

6.3.8 Delete a Stored Job

To delete a job stored in the Completed Jobs panel, follow this procedure:

1 Right-click on the job to select it.

2 Select [Delete] from the drop-down menu. A verification screen opens.

3 Click the [OK] button to delete the job. Click [Cancel] to keep the job. The pop-up closes.

6.4 Special Print Jobs

There are three additional processing methods available for Printgroove POD Queue. Each is described below.

6.4.1 Create a New Printgroove POD Queue Job

Usually print jobs are sent to Printgroove POD Queue either via the Printgroove driver or another of the Printgroove modules--Printgroove POD Serve, Guide or Ready. However, jobs may also be created from within Printgroove POD Queue. When Printgroove POD Queue is a stand-alone application, this feature makes it easy for you to send and manage jobs from one location. When Printgroove POD Queue is used in conjunction with other modules, this method of adding a job allows you to quickly create and process last minute print jobs or print jobs that need to be completed in conjunction with other previously sent jobs.

If Printgroove POD Queue is stand alone, these jobs are identical to jobs sent via the driver. If other Printgroove POD modules are used, these internally created jobs cannot be exchanged between modules and reside only in Printgroove POD Queue. For example, should you create a last-minute job using this method, its progress or status cannot be tracked by Printgroove POD Guide.

To create a new print job using Printgroove POD Queue, please follow this procedure:

1   From the [File] menu select [New] --> [Job Ticket] or right-click on an existing job in the Inbox panel and select [New] from the drop-down menu. The Job Ticket Editor opens.

2   Select the [Job Ticket] radio button in the top-right panel. This ensures that a new print job is being created rather than a new Template.

3   Enter a name for the print job in the [Job Ticket Name] text box. This text box must be filled out and the name must be unique.

     –   Note: Please see "Text Use Conventions" on page 4-4 for details about text field limitations.

4   Printgroove POD Queue automatically generates a [Job Ticket Number].

5   From the Setting Option menu select [Job Settings] --> [Job Details]. Click the [Upload] button. On the pop-up screen that opens, navigate to the PDF file you wish to attach to the print job. Click the [Open] but-

ton when the document is located. The pop-up closes and the name of the PDF file appears in the [Job Ticket Document] text box.

6 Modify the Job Ticket settings as required.

7 Click the [Save] button. The Job Ticket Editor closes and the new print job appears in the Inbox panel.

6.4.2 Cluster Jobs

In Printgroove POD Queue, a Cluster is a user-defined link between two or more printers. When created, this link allows the clustered printers to share the work of a single print job.

The Cluster function is an optional feature and does not come standard with Printgroove POD Queue. If this feature is not available, the Cluster section of the Destination panel is unavailable for use. To add the feature, please contact your Konica Minolta sales representative.

If the Cluster feature is available, the Cluster section of the Destination panel is active and Clusters can be created using the Cluster Editor.

Printgroove POD Queue supports three types of Clusters: [Color Cluster], [Quantity Cluster] and [Page Cluster]. For detailed information about Clusters, please see "Cluster Editor" on page 5-54.

Sending a job to a cluster requires two things. First, you have to create a cluster that meets specific needs of your reprographics department (for instance, if you process a lot of jobs that contain color and black & white pages, you should create a Color Cluster); second, you need to understand key Inbox data that help you identify and place Cluster-type jobs. For instance, the *# of Color Pages*, *# of Black & White Pages* and *Color Type* columns contain all the information required to identify a color-split type of job.

The Selection panel can also help you with the second point because it identifies Clusters that can print your job. Click on a job then click the [View Recommends] icon in the [Icon Bar]. All printers and Clusters are noted in the bottom half of the screen. Clusters use the same color-coded recommend system as the printers. (Please see "Selection Panel" on page 5-40 for a complete explanation of the Selection panel and its functionality.)

Drag-&-drop jobs directly onto Cluster icons in the Destination panel. Cluster icons provide Cluster status information. Since the Cluster is a grouping of two or more printers to process a print job, the status of the Cluster is determined by the status of the linked printers. There is a hierarchy to this status. For instance, If one of the printer's has a fatal error, the Cluster shows the same status and cannot be used until the error is resolved. (For a complete discussion of the various status icons, please see "Destination Panel" on page 6-8.)

Once a job is sent to a Cluster, it can be tracked in the Printer Jobs panel. Because the job is split into two or more sub-jobs, however, the method for tracking it is different from a normal print job. Additionally, Color Clusters require user-intervention to complete the print process.

A step-by-step overview of this process follows. There are two portions, one for Color Clusters and the other for Quantity/Page Clusters. Following these sections, instructions for cancelling a Cluster split job and for recovering the unprinted portion of a Color split job upon which an error occurred are provided.

Color Cluster Workflow

1 Drag-&-drop a print job onto a Color Cluster icon in the Destination panel.

2 Printgroove POD Queue splits the job into four sub jobs: Job Ticket_01 (the Banner page of the color portion of the job), Job Ticket-02 (the color portion of the job), Job Ticket_03 (the Banner page of the black & white portion of the job), Job Ticket_04 (the black & white portion of the job).

3 Job Ticket_01 & _02 are sent to the Cluster-designated color printer and appear in the Printer Jobs panel in the folder of that printer.

4 When Job Ticket_02 reaches the top of the queue, it processes. The finishing settings specified in the Job Ticket are not applied at the color printer.

5 After Job Ticket_02 prints, you may want to remove the color pages from the printer and set them aside until required.

6 Job Ticket_03 & _04 are sent to the Cluster-designated black & white printer and appear in the Printer Jobs panel in the folder of that printer.

7 When Job Ticket_04 reaches the top of the queue, the printer shifts to Wait Mode. This means that the printer will not print the job until you release it.

8 Take the color pages (Job Ticket_01) to the black & white printer and place them in the PI tray you have assigned to the Cluster.

9 Release the job at the black & white printer's operation panel. (Please see the printer's User's Guide for instructions regarding this procedure.)

10 The black & white portion of the job is printed and the color pages are inserted as required. The finishing options specified in the job ticket are applied to each document.

11 After Job Ticket_04 prints, you receive a pop-up message that notifies you of this situation. This allows you to track the progress of the job. Click the [OK] button to close the pop-up notification.

12 After Job Ticket_04 finishes printing, the entire job is moved to the Completed Jobs panel. The _01, _02, _03 and _04 information is dropped and only the original job ticket number appears.

✎ **. . .**
Note
If the Banner page setting is off, the Color portion will be _01 and the black and white portion will be _02.

Quantity & Page Cluster Workflow

1 Drag-&-drop a print job onto a Quantity or Page Cluster icon in the Destination panel.

2 Printgroove POD Queue splits the job into multiple sub-jobs, one for each printer and one for each Banner page (sub-job 1 Banner page _01, sub-job 1 _02, sub-job 2 Banner page _03, sub-job 2 _04, etc.).

3 All sub-jobs are sent simultaneously to their assigned printers and appears in the Printer Jobs panel in the folders of their assigned printers.

4 When a sub-job reaches the top of the queue, it processes. The finishing settings specified in the Job Ticket are not applied in-line and must be completed off-line. Each sub-job has a Banner page that notes any required finishing options. These are listed under the Constraints section of the Banner page.

5 After each sub-job prints, you may want to remove the finished pages from a printer and set them aside until required.

6 After the last sub-job prints, the entire job is moved to the Completed Jobs panel. The sub-job information is dropped and only the original job ticket number appears.

✎ **...**

Note
If the Banner page setting is off, the first sub-job will be _01, the second sub-job will be _02, etc.

Cancel a Cluster-Split Print Job

When Cluster jobs are sent to a printer, they are split into two or more sub-jobs (one sub-job for each clustered printer). When a sub-job is cancelled, all remaining sub-jobs are also cancelled. When you cancel a sub-job, there is no way to recover the unprinted portion of the print job and later print it alone.

For example, if two of five sub-jobs are printed, a third sub-job is partially printed and the last two sub-jobs have not yet printed when the cancel request is made, the last two-sub jobs and the portion of the third job cannot be later sent to the printers. The entire job must be resubmitted and reprinted.

If you must *Cancel* a Cluster-Split job, follow this procedure:

1   Locate the currently queued sub-job in the Printer Jobs panel. The job has the original Job Ticket Number followed by a _0x suffix (_01, _02, etc.). The sub-job must be in the queue but cannot be processing. If the sub-job is processing, locate the next sub-job once it appears in the Printer Jobs panel.

2   Right-click the job and select [Cancel] from the drop-down menu.

3   A pop-up screen verifies the request. Click [OK] to *Cancel* the sub-job. All unprinted sub-jobs are also cancelled.

4   The cancelled job appears in the Completed Jobs panel. Only the original Job Ticket Number is noted. The _0x suffixes never appear in the Completed Jobs panel.

Resolve Color-Split Errors

If the color pages have been printed, are in the PI Tray of the black and white printer and a print error occurs, the error can be corrected and the job can complete.

To Recover the unprinted portion of the print job, follow this procedure:

1   Locate the job upon which the error has occurred in the Printer Jobs panel. Right-click and select [Cancel] from the drop-down menu. The job is cancelled and moved to the Completed Jobs panel.

2 Manually remove the remaining color pages from the PI Tray of the black and white printer.

3 Remove and discard the remaining pages of the set upon which the error occurred.

4 Locate the cancelled job in the Completed Jobs panel. Right-click and select Recover Color Cluster Job from the drop-down menu. This option is only available is the Status of the job is User Cancel and if the original job was a Color Cluster job. Printgroove POD Queue has stored information about the job, specifically the number of sets completed prior to the error and the number remaining. Printgroove POD Queue also assumes that one color job must be reprinted in order to correct the error. There are four situations that will stop the Recovery process from proceeding. If any of the following conditions occur, a popup will open and inform you that Recovery is not possible:

– The selected job is not a Color Cluster job
– The original Cluster used to process the job has one or more disabled printers
– The original Cluster used to process the job no longer exists (was deleted)
– This is the second (or later) attempt to recover this job (only 1 is allowed)
– NOTE: If more than one color job is effected by the printing error, you should move the job to the Inbox panel, change the copy count and print the remaining copies of the job.

5 Job Ticket_05 and _06 are sent to the Cluster-designated color printer and appear in the Printer Jobs panel in the folder of that printer. 1 copy of the job is printed.

6 When Job Ticket_06 reaches the top of the queue, it processes. The finishing settings specified in the Job Ticket are not applied at the color printer.

7 After Job Ticket_06 prints, remove the color pages from the printer, combine them with the other color sets (removed in Step 2) and set them aside until required.

8 Job Tickets_07 and _08 are sent to the Cluster-designated black & white printer and appear in the Printer Jobs panel in the folder of that printer.

9 When Job Ticket_08 reaches the top of the queue, the printer shifts to Wait Mode. This means that the printer will not print the job until you release it.

10 Take the color pages to the black & white printer and place them in the PI tray you have assigned to the Cluster.

11 Release the job at the black & white printer's operation panel. (Please see the printer's User's Guide for instructions regarding this procedure.)

12 The black & white portion of the job is printed and the color pages are inserted as required. The finishing options specified in the job ticket are applied to each document.

13 After Job Ticket_08 finishes printing, the entire job is moved to the Completed Jobs panel. The _01 through _04 (of the original job) and the _05 and _08 information (of the recovery printing) are dropped and only the original job ticket number appears.

✎ **. . .**

Note
If a second print error occurs during the recovery print phase, Printgroove POD Queue cannot apply the same solution a second time. In this case, you must cancel the job, move it to the Inbox panel, change the copy count and print the remaining copies of the job.

6.4.3 Virtual Queue Jobs

A Virtual Queue is a user-defined set of Job Ticket settings linked with a printer that can process all those settings. For detailed information about Virtual Queues, please see "Virtual Queue Editor" on page 5-61.

If a certain type of job is regularly processed through Printgroove POD Queue, a Virtual Queue may be created in order to streamline processing. When the job enters the reprographics department, it may be sent to Printgroove POD Queue without defining the Job Ticket settings. When the job enters the Inbox, drag-&-drop it job onto a Virtual Queue icon. The Virtual Queue's settings are automatically applied to the Job Ticket. The job is then automatically assigned to the printer and moved directly to the printer's queue.

Sending a job to a Virtual Queue requires understanding one thing. When a print job is dragged onto a Virtual Queue icon, the Virtual Queue's Job Tickets settings are applied to the job. This will overwrite any existing job ticket settings.

The Selection panel does not provide Virtual Queue recommends. This prevents anyone from accidentally sending a print job to a Virtual Queue based only on the printer's ability to print the job.

Processing of Virtual Queue jobs is identical to that of a normal print job. Drag-&-drop the job onto a Virtual Queue icon. The job appears in the folder of the Virtual Queue-assigned printer and processes normally. When the job completes, it moves to the Completed Jobs panel.

KONICA MINOLTA

http://konicaminolta.com