Print Job Manager Professional

Operating Instructions

- 1 Getting Started
- 2 Installing the Software
- 3 Using Setup Tool
- (4) Client Computer Settings and Operation
- 5 Using Job Scheduler
- 6 Printer Status Icons:

Introduction

This manual gives detailed instructions and notes on the operation and maintenance of Print Job Manager Professional. To get maximum versatility from Print Job Manager Professional, all operators are required to read this manual carefully follow its instructions carefully. Please keep this manual in a handy place near the machine.

For safe and correct operation of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Trademarks

Microsoft, Windows and Windows NT are registered trademarks of Microsoft Corporation in the United States and other countries.

Pentium is a registered trademark of Intel Corporation.

Other company and product names appearing are also trademarks or registered trademarks of those companies.

- The product name of Windows® 98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows NT[®] 4.0 are as follows: Microsoft[®] Windows NT[®] Server 4.0 Microsoft[®] Windows NT[®] Workstation 4.0
- The product names of Windows[®] 2000 are as follows: Microsoft[®] Windows[®] 2000 Advanced Server Microsoft[®] Windows[®] 2000 Server Microsoft[®] Windows[®] 2000 Server
- The product names of Windows NT® XP are as follows: Microsoft® Windows® XP Professional Microsoft® Windows® XP Home Edition

TABLE OF CONTENTS

1. Getting Started

About the Software	1			
About Manuals	2			
Operating Environment				
System Requirements				
System Requirements for Client Computers				
Basic System Overview				
User and Password	6			
User Makeup				
Password	6			
Examples of Different Operating Processes	8			
Manual Reception				
Automatic Reception	10			
O local cillions the a Coffession				
2. Installing the Software				
Preparing to Install	13			
Preparing Printers	13			
Preparing the System	13			
Installation Procedure	15			
Installing the Software	16			
Uninstalling the Software	17			
3. Using Setup Tool				
Starting and Quitting Setup Tool	19			
Creating Printer Groups	20			
Setup Tool Capabilities	22			
Adding Job Memo and Attachment Sheet				
Adding a Job Memo				
Adding an Attachment Sheet				
Adding a User Defined Item				
4. Client Computer Settings and Operation				
Specifying the Port	25			
Points to Remember When Printing				
About Job Memo				

5. Using Job Scheduler

Using Main View	29			
Printer Tree Display Capabilities				
Jobs in Holding List Capabilities				
Print Result List Capabilities	32			
Using Schedule View	33			
Controls and Functions Available in the Printer Status Display				
Controls and Functions Available in the Processing Time Frame				
6. Printer Status Icons:				
Printer Status Icons	37			
INDEX				

1. Getting Started

About the Software

This software package is for controlling print jobs across a network printing system. With this software package, you can control printers that are connected to your system by grouping them together to form single units called 'printer groups.' You can then manage print jobs for all of the printers in a group as a batch.

The software package consists of the following components:

Print Job Manager Service

This is the core software of the Print Job Manager Professional system. Print Job Manager Service, which is installed on the host computer, provides services for controlling print jobs registered to printer groups. To create printer groups and make settings for print jobs, use Setup Tool and Job Scheduler.

Setup Tool

This software creates printer groups from the printers connected to your system, and controls how print jobs are managed. You can configure job queue and completion settings, select parallel or recovery printing and attachment sheet options for each printer group.

Job Scheduler

This software is for controlling print jobs within a printer group. Print jobs are controlled using the following two windows:

- Main View
 - This displays all printer groups and print jobs for the selected printer group in a list. Main View also displays a list of completed print jobs, which you can reprint.
- Schedule View
 - This displays print jobs hold in the printer group selected in Main View in bar graphs. Using this window, you can check the status of print jobs for each printer and move jobs using a drag-and-drop operation.

Print Job Manager Port

This is the printing port for the software. Install Print Job Manager Port in the client computers and specify it as the printing port using the printer driver to enable printing with the software.

About Manuals

The following manuals are provided with this software package:

Operating Instructions(this manual)

This manual describes installation procedures and settings necessary to use the software and perform basic operating procedures.

♦ Help

This describes detailed setting procedures for Print Job Manager Professional.

1

Operating Environment

This software is for TCP/IP-connected networks using printers compliant with Print Job Manager Service.

System Requirements

The host computer where the software is installed must meet the conditions stipulated below. Setup Tool, Job Scheduler, and Print Job Manager Port can also be installed on the host computer where Print Job Manager Service will be installed.

Computer

PC/AT compatible

For details about computer types confirmed compatible with the software, see the Readme file.

Operating System

One of the following operating systems:

- Microsoft Windows NT Server 4.0 (Service Pack 6a or later).
- Microsoft Windows NT Workstation 4.0 (Service Pack 6a or later).
- Microsoft Windows 2000 Server + Service Pack 3 or later
- Microsoft Windows 2000 Professional + Service Pack 3 or later
- Microsoft Windows XP Professional

♦ CPU

Pentium II 450 MHz or faster.

◆ RAM

128 MB or more.

Hard Drive Space Available

75 MB or more.

Note

☐ In addition to space for installation, extra free space is required to save print jobs. For details, see the Readme file.

Display

Resolution 800 x 600 or more; 256 colors or more (1024 x 768 recommended).

Supported Printers

See the Readme file.

Ø Note

 \square To print Attachment Sheet, a printer driver must be installed. For details about printer drivers, see \Rightarrow p.4 "System Requirements for Client Computers".

System Requirements for Client Computers

The client computer where the software is to be installed must meet the conditions stipulated below.

Setup Tool, Job Scheduler, and Print Job Manager Port can be installed on client computers.

Computer

PC/AT compatible

For details about computer types confirmed compatible with the software, see the Readme file.

Operating System

Microsoft Windows 98

Microsoft Windows 98 Second Edition

Microsoft Windows Millennium Edition

Microsoft Windows NT Server 4.0 (Service Pack 6a or later)

Microsoft Windows NT Workstation 4.0 (Service Pack 6a or later)

Microsoft Windows 2000 Server + Service Pack 3 or later

Microsoft Windows 2000 Professional + Service Pack 3 or later

Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

♦ CPU

Pentium II 266 MHz or faster

◆ RAM

64 MB or more

Hard Drive Space Available

20 MB or more

Display

Resolution 800 x 600 or more; 256 colors or more

Printer Driver

A printer driver compliant with Print Job Manager Service must be installed on a computer where Print Job Manager Port will be installed.

The type of printer drivers available with Print Job Manager Service varies depending on printer model and option configuration. Be sure to install a printer driver appropriate to the network environment.

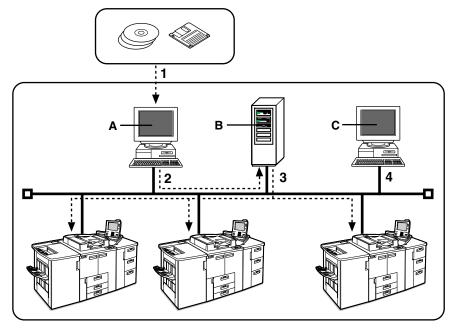
For details, see the Readme file.

Basic System Overview

The software operates in the following way:

In this example of a system structure, Print Job Manager Service is installed in the host computer. Setup Tool, Job Scheduler, and Print Job Manager Port are installed on client computers.

A: Client computer with Print Job Manager Port installed



GGSYST0E

B: Host computer with Print Job Manager Service installed

C: Client computer with Job Scheduler and Setup Tool installed

- 1. On a client computer with Print Job Manager Port installed, the user opens document data (from a DTP etc.) using its application.
- 2. Document printing is executed from the client computer.
- 3. The print job is registered to the computer where Print Job Manager Service is installed, and allocated to each printer.
- 4. Using Job Scheduler, an operator can change settings for print job allocation, Parallel Printing, and Recovery Printing. Using Setup Tool, the administrator can backup completed print jobs and restore backed up print jobs. Adding and deleting printer groups is also possible using Job Scheduler or Setup Tool.

User and Password

User Makeup

Functions of this software can be controlled by configuring passwords.

User passwords are not necessarily configured for system use.

The Administrator password must be prepared in advance, as it is required when installing Print Job Manager Professional.

User

A user specifies Print Job Manager Port as the printing port using the printer driver when printing a document. The print job is registered in Print Job Manager Service. The progress of print jobs can be checked using Job Scheduler. Set the User password to limit users who can check print job status.

Operator

An operator can allocate print jobs to printers, and make Recovery and Parallel Printing settings using Job Scheduler.

Some functions such as Job Memo and Attachment Sheet settings, are available to operators using Setup Tool; however, availability of such Setup Tool functions can be determined by the administrator.

See the Operator password to limit users who can use the system as operators.

Administrator

All functions of Job Scheduler and Setup Tool, including allocating print jobs, making the Recovery and Parallel Printing settings, adding/changing/deleting printer groups, backing up print jobs, and changing passwords can be used.

The Administrator password must be entered for the administrator to use the functions necessary to control the system.

Password

There are three types of password mode. Functions that can be performed vary depending on the password entered.

User

Users enter this password. When the User password is entered, users can check the status of print jobs using Job Scheduler.

Operator

Operators enter this password when starting Job Scheduler or Setup Tool. When the Operator password is used, some of the Job Scheduler and Setup Tool functions can be used.

Administrator

The administrator enters this password when starting Job Scheduler or Setup Tool. When the Administrator password is entered, all Job Scheduler and Setup Tool functions can be used.

Examples of Different Operating Processes

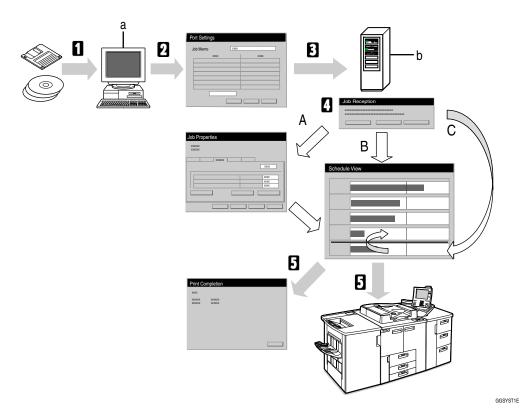
When a job is received by the host computer, one of the following two processes can be performed.

- Manual Reception (Auto-allocate, Manual Allocate, Hold)
- Automatic Reception (Auto-allocate, Hold)

Manual Reception

Using this method, each time a job is sent from a client computer, the **[Job Reception]** dialog box appears on the computer where Job Scheduler was started. Then, the operator selects a method for allocating the print job to printers.

B	² Note
	When [Display Job Reception] is selected on the [Settings] menu, the [Job Reception] dialog box appears.
	If no Job Scheduler is running when a print job is sent, it will be handled as a job in holding
	When Job Scheduler is started in Operator or Administrator mode, and if any jobs in holding exist in the printer group, the [Job Properties] dialog box appears where you can allocate them.
	When Job Scheduler is started in User mode, the [Job Reception] dialog box does not appear.



a: Client computer

b: Host computer

- 1 On a client computer, open the document data using an application to print the data.
- 2 Execute the printing of the document from the client computer. The [Port Settings] dialog box appears.
- In the [Port Settings] dialog box, make the necessary job memo settings, and then close the dialog box.

The print job is sent to the host computer where Print Job Manager Service is installed, and the **[Job Reception]** dialog box appears.

4 In the [Job Reception] dialog box, specify a method to allocate the job.

A:Allocating a Job Manually

- 1 In the [Job Reception] dialog box, click [Manual Allocate]. The [Job Properties] dialog box appears in Job Scheduler.
- 2 In the [Job Properties] dialog box, specify the number for allocation, and then click [OK].
- **3** In Schedule View, check the print job is allocated.

B:Allocating a Job Automatically

1 In the [Job Reception] dialog box, click [Auto-allocate].

The print job is automatically allocated to the printers.

C:Allocating a Job Later

1 In the [Job Reception] dialog box, click [Hold].

The print job is registered in the [Hold] area in Schedule View.

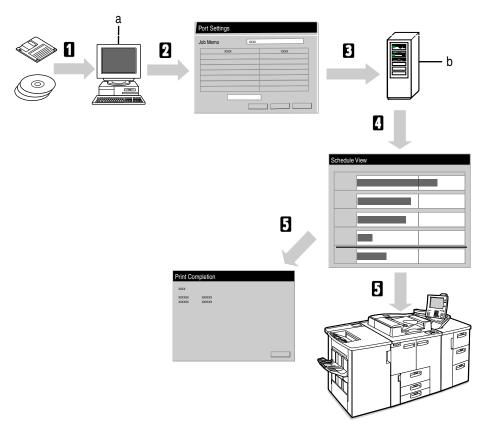
- 2 In Schedule View in Job Scheduler, the operator moves the print job to the processing time frame using a drag-and-drop operation, or allocates the job in the [Job Properties] dialog box.
- Print starts from the allocated printer when the print job's turn comes. If the settings are made in the [Port Settings] dialog box, the print completion dialog box appears on the client computer.

Automatic Reception

With this method, processing of print jobs sent from client computers occurs automatically.

Note

☐ To allocate print jobs automatically, [Display Job Reception] on the [Settings] menu must be deselected.



GGSYST2E

- a: Client computer
- b: Host computer
- 1 On a client computer, open the document data using an application to print the data.
- 2 Execute the printing of the document from the client computer. The [Port Settings] dialog box appears.
- In the [Port Settings] dialog box, make the necessary job memo settings, and then close the dialog box. The print job is sent to the host computer where Print Job Manager Service is installed.
- Print jobs configured to be automatically allocated are allocated to printers automatically.
 - Note
 - ☐ When [Manually allocate from list] is selected in the [After receiving job] area in the [Printer Group Properties] dialog box, the print job is registered as a job in holding. If this is the case, allocate the job manually.

Print starts from the allocated printer when the print job's turn comes. If the settings are made in the [Port Settings] dialog box, the print completion dialog box appears on the client computer.

2. Installing the Software

To use this software, you must install the necessary components into the host computer and the client computers using the installation CD provided.

Preparing to Install

Before installing the software, the following preparations must be made.

Preparing Printers

Settings must be made so data sent from a client computer, with an appropriate printer driver and Standard TCP/IP port or SmartNetMonitor for Client configured, is transmitted through the network and printed.

Also, printers must meet the following conditions:

- Static IP address is configured (DHCP is not supported)
- Port 9100 is available
- If the SNMP community string has been changed, see the Readme file.

Preparing the System

Before installing the software, organize the system according to the following items.

❖ Network

Because data transmission will be frequent, it is recommended that printers and computers for Print Job Manager Service are connected to the same switching hub. It is also recommended that computers with Print Job Manager Service and Job Scheduler or Print Job Manager Port installed are connected to the same switching hub. (100 MBps or faster recommended)

Computer

Computers to be used in this system must meet the specifications described in System Requirements. The software for this system can be installed on a computer where other software is already installed. DHCP can be used to configure the network environment.

For details about each software component, see About the Software in this manual.

𝒯 Note

☐ To get printer information using Job Scheduler, install SmartNetMonitor for Client.

User types and Groups

- As described in User Makeup, the users of this system are separated into three types: administrator, operator, and user, giving different levels of authority. User type is recognized by the password entered. Before installing the software, be sure to prepare the administrator password beforehand, as it will be required for installation.
- By grouping together multiple network printers, they can be controlled as a printer group. Multiple printer groups can be created and controlled. You can also configure a name for each printer group and printer.

Installation Procedure

To use this system, the necessary software must be installed into the host and client computers using the installation CD that comes with this product. After installation is complete, create printer groups using Setup Tool and set the printing port on client computers.

For details about creating printer groups, see \Rightarrow p.20 "Creating Printer Groups".

Host Computer

Print Job Manager Service

𝚱 Note

☐ Before using Attachment Sheet printing, a printer driver must be installed on the host computer. For installation procedure, follow the printer driver's instructions.

Client Computer

Install the following software in the client computers:

- Setup Tool
- Job Scheduler
- Print Job Manager Port

Note

- ☐ Each software component can be installed in multiple client computers to operate this system. If the status of Print Job Manager Service is changed, Setup Tool or Job Scheduler communicates with the host computer. Be sure to check the number of client computers where Setup Tool or Job Scheduler is running.
- ☐ Setup Tool, Job Scheduler, and Print Job Manager Port can also be installed in the host computer.
- ☐ Before installing Print Job Manager Port, an appropriate printer driver must be installed.

Installing the Software

The procedure for installing all the software in the host computer is described as an example.

Before installing the software, prepare an Administrator password. This is required for installation.

Note

- ☐ When installing the software in a computer running Windows NT/Windows 2000/Windows XP, log on as a user that has the administration authority.
- ☐ Before installing the software, quit all other applications.
- ☐ Make sure there is enough free space on the hard disc where the software will be installed.
- **1** Insert the installation CD into the CD-ROM drive.

Installation starts automatically and the [Setup] dialog box appears.

- Note
- ☐ If installation did not start automatically, start Setup.exe manually from the installation CD.
- **2** Follow the instructions displayed to install the software.

Specify the software you want to install, and enter the serial number and the Administrator password in the dialog boxes that appears during installation.

3 Restart the computer.

Uninstalling the Software

Use [Add/Remove Programs] in Windows Control Panel to uninstall this software.

- 1 Open the [Add/Remove Programs Properties] dialog box from Control Panel.
- 2 Select the software you want to delete, and then click [Add/Remove] or [Change/Remove].

A dialog box for changing, modifying, or deleting the program appears.

3 Click [Remove], and then click [Next].

Follow the instructions displayed to complete the uninstallation procedure.

3. Using Setup Tool

Before you can use this software, you must create printer groups with Setup Tool. This section describes how to start and quit Setup Tool and create printer groups.

Starting and Quitting Setup Tool

To Start Setup Tool

- On the [Start] menu, point to [Programs], point to [Print Job Manager Professional], and then click [Setup Tool].
 - **∰**Important
 - ☐ If Job Scheduler is running, Setup Tool will not start.
- **2** Enter the IP address or host name, enter the password, and then click [OK]. Setup Tool starts.

To Quit Setup Tool

Click [Close].
Setup Tool quits.

Creating Printer Groups

To create a printer group, follow the procedure below.

A maximum of 10 printer groups can be created and controlled using this software.

1 On the [Start] menu, point to [Programs], point to [Print Job Manager Professional], and then click [Setup Tool].

The [Enter Password] dialog box appears.

- 2 Select the IP address or the host, enter the password, and then click [OK]. Setup Tool starts.
- Click [Edit Printer Group].

The [Printer Group Management Utility] dialog box appears.

4 Click [Add].

The [Printer Group Properties] dialog box appears.

- **5** Enter the printer group name in the [Group name] box.
- **6** Select a printer displayed in the [Selectable printer] list, and then click [Add]. The selected printer is added to the [Printer list].

Ø Note

- ☐ If the printers on the network do not appear in the [Selectable printer] list, select the [Specify connection with IP address] check box, and then enter the printer's IP address in the text box.
- ☐ To delete a printer from the group, select the printer in [Printer list], and then click [Remove].
- Repeat step 6 to add more printers to the group, if necessary.
- 8 Click [Next].

A display following the **[Printer Group Properties]** dialog box appears.

9 Make the following settings:

[After receiving job]

- If you select [Manually allocate from list], print jobs will appear in the [Hold] processing time frame in Schedule View. In this case, the job must be moved to a printer processing time frame. This process uses the example described in p.10 "Automatic Reception", steps 1 3.
- If you select **[Automatically allocate]**, print jobs will be automatically allocated to printers in the printer group. This process uses the example described in p.10 "Automatic Reception".

[When printing is complete]

• With the [Delete job automatically] check box selected, enter the number of days or hours, and then click [Days later] or [Hours later] as the units for the entered number. Print jobs are automatically deleted at the specified time and not recorded in the Print Result List.

[Priority level]

• Specify the priority by moving the slider to the left or right, or by entering a number from 1-5 in the text box. The larger the number, the higher the priority.

[Recovery Printing] check box

With the [Recovery Printing] check box selected, you can make another
printer in the same printer group take over the print job (if a printer stops
due to a paper jam or toner running out during printing).

Note

☐ If Recovery Printing is being used and an error occurs during printing, printing cannot be resumed until the error has been rectified.

10 Click [Next].

The display following the [Printer Group Properties] dialog box appears.

Specify whether or not to use Parallel Printing.

With the **[Parallel Printing]** check box selected, you can allocate a share of the total number to different printers in a printer group, so each assigned printer prints the document simultaneously. If you select this check box, specify the number of copies in **[Copies divided per printer]**.

12 Click [Finish].

The [Printer Group Properties] dialog box closes and the new printer group appears in [Printer group] in the [Printer Group Management Utility] dialog box.

Click [OK].

The [Printer Group Management Utility] dialog box closes.

Setup Tool Capabilities

In addition to creating printer groups, Setup Tool can be used to perform the printer group operations below. For details about these operations, see Help.

Note

- ☐ Multiple Setup Tool can be started at the same time. However, each function cannot be used at the same time.
- Creating printer groups
 Printer groups can be added at a later time, with the same procedure used when creating printer groups.
- Removing printer groups
 Existing printer groups can be deleted.
- Making Recovery Printing settings You can make another printer in the same printer group take over print jobs (if a printer stops due to a paper jam or toner running out during printing). This type of printing is called "Recovery Printing." Settings for Recovery Printing is made for each printer group.
- Making Parallel Printing settings
 When printing multiple copies of a document, you can allocate a share of the
 total number to different printers in a printer group, so that each assigned
 printer prints the document simultaneously. This type of printing is called
 "Parallel Printing." Settings for Recovery Printing are made for each printer
 group.
- Deciding how print jobs are allocated to printers
 You can make settings for how print jobs sent from client computers are allocated.
 Settings for print job allocation are made for each printer group.
- Setting whether printed jobs are saved or not Printed jobs can be saved and reprinted at a later time. Settings for whether printed jobs are saved or not made for each printer group.
- Setting whether or not to attach an Attachment Sheet An attachment sheet can be inserted before the first page of each print job. Information about the print job is printed on an attachment sheet. Settings for whether or not to attach an attachment sheet are made for each printer group.
- Setting User Defined Items
 Settings for Items to be used for Job Memos and Attachment Sheets can be made. When items are added, their attributes can also be configured. It is possible to delete existing User Defined Items.
- Setting Job Memo contents Settings for job memos to be attached to print jobs can be made. A job memo is made by freely arranging items registered as User Defined Items.

- Backing up print jobs
 Print jobs selected in the list of completed print job can be backed up. A comment can be attached to the print jobs.
- Restoring backup files
 It is possible to restore backed up print jobs. Print jobs stored in a backup file are displayed with the comments entered when they were backed up. Restored print jobs can be recreated as new jobs.
- Deleting backup files Backup files displayed with comments can be deleted. It is also possible to delete printed jobs upon completion of backup.
- Setting password
 Settings for Administrator, Operator, and User password can be made.
- Selecting functions
 Settings for functions to be used in Operator mode can be made. This operation is available only for the administrator.

Adding Job Memo and Attachment Sheet

The contents to be printed on Job Memo and Attachment Sheet can be added or changed. Job Memo and Attachment Sheet items can also be configured.

Adding a Job Memo

Job Memo is an item of information, such as user name and job name attached to print jobs. By freely arranging items created by users, a maximum of 50 Job Memos can be registered for a printer group. You can select one registered Job Memo for each job. The contents of a Job Memo can be edited when adding the job to Print Job Manager Service, or by using Job Scheduler.

- 1 Using Setup Tool, register the items to be registered to the Job Memo in the [Edit User Defined Item] dialog box.
- In the [Edit Job Memo] dialog box in Setup Tool, create a Job Memo and register it.

Adding an Attachment Sheet

An Attachment Sheet is a cover sheet to be inserted before the first page of each printed job.

By freely arranging items including User Defined Items, a maximum of 50 Attachment Sheets can be registered for a printer group. You can select one registered Attachment Sheet for each job. The contents of an Attachment Sheet can be edited when adding the job to Print Job Manager Service, or by using Job Scheduler.

You can create and register an Attachment Sheet in the **[Edit Attachment Sheet]** dialog box in Setup Tool. When creating a new Attachment Sheet, you can use an existing one and edit it.

Adding a User Defined Item

A User Defined Item is an item used for a Job Memo or Attachment Sheet. A maximum of 50 items including "person in charge", "contact address", and "due date" can be registered for a printer group. An attribute for each item (character strings, value, and data) can also be configured. Registered User Defined Items are used to create Job Memos and Attachment Sheets.

You can configure and register a User Defined Item in the **[Edit User Defined Item]** dialog box in Setup Tool.

4. Client Computer Settings and Operation

Specify, in the printer driver of client computers sending jobs to be managed with this software, a printer group printer port.

➡Important □ Before specifying the printer port, you must install a Print Job Manager Service-compliant printer driver in the client computers. If you have not installed the printer driver yet, follow the operating instructions that come with Printer driver and install the printer driver. □ Before specifying the printer port, follow the installation guide and install Print Job Manager Port in the client computers. □ Before specifying the printer port, you must create printer groups using Setup Tool. ✔ Note □ When adding a Windows printer, and if you want to configure this printer to connect to the same printer group as the printer configured with Print Job Manager Port, select an existing port in the list of [Next Port], do not add a new port. In the list of ports, the printer's port is displayed as "IP address@Group

☐ Print Job Manager Port can be installed on multiple client computers. When a print job is executed using an application from a client computer to Print Job Manager Service, a connection will be made for data transmission. If settings are made for a print job completion message, a message will be sent from Print Job Manager Service when a print job is completed.

Specifying the Port

name" or "host name@group name".

- 1 Click [Start], point to [Settings], and then select [Printers]. The [Printers] window appears.
- 2 Click the printer driver icon, and then click [Properties] on the [File] menu. The printer driver properties appears.
- Click the [Ports] tab, and then click [Add Port].
 The [Add Port] dialog box appears.
 - Note
 - ☐ If the operating system is Windows 98, click the **[Details]** tab, and then click **[Add Port]**.

4 Select [Print Job Manager Port], and then click [New Port].

The [Add Port] dialog box appears.

- Note
- ☐ If the operating system is Windows 98, click [Other], select [Print Job Manager Professional] in [Click the type of port you want to add], and then click [OK].
- Enter the host computer's IP address in [IP address], and then click [Connect]. The printers on the network are found and displayed in [Printer Group].
- 6 Select the printer group you want to use for printing in [Printer group], and then click [OK].

The [Port Settings] dialog box appears.

- **7** Make Job Memo settings.
 - If you select the [Display Job Memo] check box, the [Port Settings] dialog box for entering a Job Memo appears on the client computer each time printing is executed. In this dialog box, make the necessary Job Memo settings, and then click [OK] to attach the Job Memo to the print job.
 - If you clear the [Display Job Memo] check box, the Job Memo selected in the [Job Properties] dialog box will be automatically attached to each print job.
- **8** Click [OK] to close the printer driver properties.

From now, when printing is executed from this printer driver, print jobs will be sent to the selected printer group.

Points to Remember When Printing

When printing from a client computer via Print Job Manager Professional, please pay attention to the following points:

• When printing certain some applications, such as Microsoft Word or Microsoft Excel, the **[Collate]** check box appears in the **[Print]** dialog box. Clear the **[Collate]** check box in such applications before executing printing.

Note

☐ For limitations on printing by specifying number of copies, see the Readme file.

About Job Memo

If you selected the **[Display Job Memo]** check box in the **[Port Settings]** dialog box when selecting the printing port, the **[Port Settings]** dialog box for entering a job memo will appear each time printing is executed from the client computer.

You can enter a user name and memo in the **[Port Settings]** dialog box. For example, you can enter contact information for the person in charge of the print job.

With Print Job Manager Service, you can use Job Memo to search for print jobs in the Print Result list. For example, you can search for every job printed by a particular user by specifying the user name.

When printing a attachment sheet, the job memo is printed on the attachment sheet also.

5. Using Job Scheduler

Print jobs sent from client computers are controlled with Job Scheduler. There are two windows in Job Scheduler: Main View, and Schedule View. Main View appears when Job Scheduler is started. You can open Schedule View from Main View to see the status of print jobs for each printer in a printer group.

Using Main View

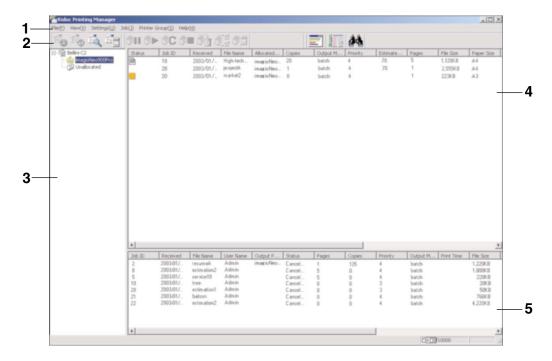
On the **[Start]** menu, point to **[Programs]**, point to **[Print Job Manager Professional]**, and then select **[Job Scheduler]**. If you enter the password, Job Scheduler starts. The window displayed is called the 'Main View.'

∰Important

- ☐ If Setup Tool is running, Job Scheduler will not start.
- ☐ When you close Main View, Schedule View also closes. To close Schedule View, click [Exit] on the [File] menu.

In Main View, printer groups created with Setup Tool, a list of jobs for those groups, and a list of printed jobs appears.

Main View consists of the following parts:



1. Menu Bar

Click to display menus where you can select and execute functions.

2. Toolbar

Click these buttons to use their functions.

3. Printer Tree Display

Printer groups and the printers in those groups are displayed in a tree. Click to select the printer or printer group you want to control. For details about printer status icons displayed next to the printer name, see p.37 "Printer Status Icons".

4. List of Print Jobs

Print jobs for the printer group or printer selected in the printer tree appear in the list. Click to select the print job you want to control.

5. Print Result List

Finished print jobs are stored and displayed in the list.

Printer Tree Display Capabilities

The operations below are available for the printer group selected in the printer tree display. For details about these procedures, see Help.

- Suspending printers
 Operation of a printer in the printer group can be briefly suspended. Use this function when you need to change printing paper.
- Resuming operation of suspended printers Operation of a suspended printer can be resumed. You can resume the print jobs of all printers in a group as a batch.
- Displaying printer status
 Current status of printers in the printer group can be checked using Print Job
 Manager Port.

Settings for the following printer group functions can be changed.

- Making Recovery Printing settings
 For details, see ⇒ p.22 "Making Recovery Printing settings".
- Making Parallel Printing settings
 For details, see ⇒ p.22 "Making Parallel Printing settings".
- Deciding how print jobs are allocated to printers
 For details, see ⇒ p.22 "Deciding how print jobs are allocated to printers".
- Setting whether or not to save printed jobs.
 For details, see ⇒ p.22 "Setting whether printed jobs are saved or not".
- Setting whether or not to attach an Attachment Sheet.
 For details, see ⇒ p.22 "Setting whether or not to attach an Attachment Sheet".

Jobs in Holding List Capabilities

sumed from the [Printer Group] menu.

The operations below are available for a job selected in the jobs in holding list. For details about these procedures, see Help.

- Suspending jobs in holding Jobs waiting to be printed can be suspended. There are two commands: "Skip" and "Suspend".
 - When **[Skip]** is selected "Skip" only suspends the selected print job; however, printer operation is still possible.

When a print job is suspended using the [Skip] command, it can be resumed from the [Job] menu.

- When [Suspend] is selected
 "Suspend" stops the printer when the selected job's turn comes, allowing
 you to refill paper trays etc. This command is used when you want to
 change the color or type of paper for printing.
 When a print job is suspended using the [Suspend] command, it can be re-
- Canceling print jobs
 Jobs waiting to be printed can be canceled. Canceled jobs are treated as printed jobs.
- Changing the number of copies to be allocated to printers When Parallel Printing is used to allocate print jobs, the number of copies of hold or suspended print jobs allocated to each printer can be changed.
- Changing print job priority
 A priority level can be set for print jobs. Print jobs with a higher priority are printed before print jobs with a lower priority.
- Saving print job information to a file Information about printed jobs displayed in Print Result List can be saved to a CSV format text file.
- Printing samples
 A single sample copy of any waiting or completed print job in the Print Result
 List can be printed. The sample print job is given priority above all other jobs.

Ø Note

☐ A job in holding cannot be deleted. Before deleting, cancel the job to give it "Hold" status.

Print Result List Capabilities

The operations below are available for a printed job selected in the Print Result List. For details about these procedures, see Help.

- Reprinting print jobs Print jobs in the Print Result List can be reprinted.
- Deleting printed jobs
 Printed jobs registered in the Print Result List can be deleted. Depending on
 the settings for the printer group, printed jobs can be automatically deleted
 upon completion of printing.
- Saving print job information to a file Information about printed jobs displayed in Print Result List can be saved to a CSV format text file.
- Printing samples
 For details, see ⇒ p.31 "Printing samples".

Using Schedule View

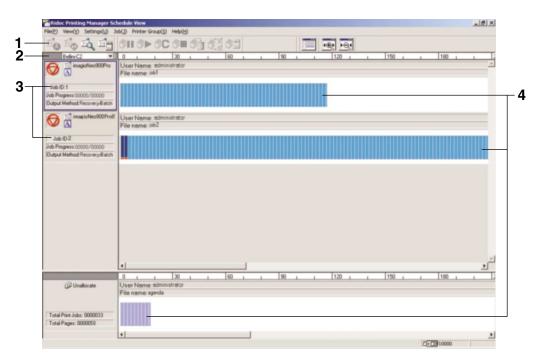
After selecting a printer group in Main View, click [Schedule View] on the [Printer Group] menu to start Schedule View for that printer group.

In Schedule View, print jobs for each printer are displayed in a bar graph. You can control and operate print jobs using a drag-and-drop operation.

∰Important

☐ When you close Main View, Schedule View also closes. Click **[Exit]** on the **[File]** menu to close Schedule View only.

Schedule View consists of the following parts:



1. Menu Bar

Click to display menus where you can select and execute functions.

2. Toolbar

Click these buttons to use their functions.

3. Printer/Print Job Status Display

Icons showing the current status of each printer in the group appear here, and print job information for jobs being processed by each printer in the group is also displayed. For details about the printer status icons, see p.37 "Printer Status Icons".

Double-click on a printer's status display to view that printers current status for that printer in detail.

5

4. Processing Time Frame

These display the print jobs allocated to each printer in bar graphs. The lower part of the window displays hold print jobs. Click to select the print job you want to control. Print jobs are deleted from the bar graphs when print processing is finished.

Print jobs for Document Server documents, copying, or general print jobs are displayed in the Processing Time Frame.

❖ Processing Time Frame Color

The colors used to display print job status in the Processing Time Frame are as follows:

Display	Color type	Meaning
	Green	Printing
	Light Purple	Allocated or hold
	Deep Green	Parallel Printing
	Cyan	Recovery Printing
	Purple	Skipped
	Orange	Suspended
	Red	Error
	Red with a single underline	Document Server Print
	Gray	Print or copy as a general use printer

Controls and Functions Available in the Printer Status Display

The operations below are available for a selected printer. For details about these procedures, see Help.

- Suspending printers
 For details, see ⇒ p.30 "Suspending printers".
- Resuming operation of the suspended printers
 For details, see ⇒ p.30 "Resuming operation of suspended printers".
- Displaying printer status
 For details, see ⇒ p.30 "Displaying printer status".

Settings for the following functions configured for use in printer groups can be changed:

- Making Recovery Printing settings
 For details, see ⇒ p.22 "Making Recovery Printing settings".
- Making Parallel Printing settings
 For details, see ⇒ p.22 "Making Parallel Printing settings".
- Deciding how print jobs are allocated to printers
 For details, see ⇒ p.22 "Deciding how print jobs are allocated to printers".
- Setting whether printed jobs are saved or not
 For details, see ⇒ p.22 "Setting whether printed jobs are saved or not".
- Setting whether an Attachment Sheet is attached or not For details, see ⇒ p.22 "Setting whether or not to attach an Attachment Sheet".

Controls and Functions Available in the Processing Time Frame

You can do the operations below for a hold print job selected in the processing time frame. For details about these procedures, see Help.

- Suspending jobs in holding For details, see ⇒ p.31 "Suspending jobs in holding".
- Resuming suspended print jobs
 For details, see ⇒ p.31 "Suspending jobs in holding".
- Canceling print jobs
 For details, see ⇒ p.31 "Canceling print jobs".
- Changing the number of copies allocated to printers
 For details, see ⇒ p.31 "Changing the number of copies to be allocated to printers".
- Moving print jobs
 Hold print jobs can be moved to another printer within the same group, or to
 a different queue position for the allocated printer.
- Changing priority level of print jobs
 For details, see ⇒ p.31 "Changing print job priority".
- Printing samples
 For details, see ⇒ p.31 "Printing samples".

6. Printer Status Icons:

Printer Status Icons

In Print Job Manager Professional, each printer's current status is displayed as an icon.

If a printer status icon indicates a printer needs attention, refer to the printer's manual for the printer to rectify the problem indicated.

Icon	Meaning
O	The printer is ready to print.
	The printer operation is suspended.
ŀ₩	The printer is offline.
மு	The printer is warming up.
[] *	There is an open cover on the printer.
₩	Paper is jammed.
¥	Yellow: There is not much paper remaining. Red: There is no paper left.
	Yellow: There is not much toner remaining. Red: There is no toner left.

Icon	Meaning
?	There is no response from the printer.
7	There is an error that cannot be rectified. Contact a qualified service representative.
<u>^</u>	There is an error other than those described above.
	The printer is in the Energy Saver mode.

INDEX

Main View, 1, 29 Manual Reception, 8

A	0	
Administrator, 6 Attachment Sheet, 24 Automatic Reception, 10	Operating Environment, 3 Operator, 6	
В	<u>P</u>	
Basic System Overview, 5	Password, 6 Printer Group, 20 Printer Status Display, 35 Print Job Manager Port, 1 Print Job Manager Service, 1 Print Result List, 32 Processing Time Frame, 35	
С		
Client Computer, 4 Client Computer Settings, 25		
Н	Processing Time Frame Color, 34	
Host Computer, 3	S	
<u>I</u>	Schedule View, 1, 33 Setup Tool, 1, 19, 22	
Install, 13, 15	Specifying the Port, 25	
J	U	
Job Memo, 24, 28 Job Scheduler, 1, 29 Jobs in Holding List, 31	Uninstall, 17 User, 6 User Defined Item, 24	
М		

Some illustrations or explanations in this guide may differ from your product due to improvements or changes in the product.

Notes:

- 1. The contents of this documents are subject to change without notice.
- 2. No part of this document may be duplicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- 3. THE SUPPLIER SHALL NOT BE LIABLE FOR THE RESULT OF THE OPERATION OF THIS SOFTWARE OR THE USE OF THIS DOCUMENT.

∰Important

- ☐ It is possible that any document or data stored in the personal computer will be damaged or lost by user error during operation or software error. Be sure to back up all important data beforehand.
- ☐ Do not remove or insert any disk while operating this software.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR DAMAGES OR LOSS OF ANY DOCUMENT OR DATA PRODUCED BY USING THIS SOFTWARE.
- ☐ THE SUPPLIER SHALL NOT BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR LOSS OF BUSINESS INFORMATION, AND THE LIKE) CAUSED BY FAILURE OF THIS SOFTWARE OR LOSS OF DOCUMENTS OR DATA, NOR FOR ANY OTHER DAMAGES ARISING OUT OF THE USE OF THIS SOFTWARE, IF THE SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.