

## Printing an online LCDS job

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To print an online LCDS job sent from the mainframe, you must set up the printer to receive the job data. **Note:** Be sure the LCDS resources and paper trays are set up for the job.

1. From the System pull-down menu, select [Online Manager...].
2. For Channel Gateway, select [Enable]. This puts the system online to the host.
3. In the Input Device area, select a device name from the pull-down menu, then select [Online].
4. Select the Output Queue name from the menu.
5. In the Document section, select the details for the job (for example, Initial JDL, Initial JDE, Stock).
6. Enter the print quantity.
7. Click [Start]. This enables the printer to receive the data transfer. (Keep the Online Manager window open.)
8. The host operator may now send the job.
9. When the job is complete, click [Drain] in the Online Manager window if more jobs are coming. If Automatic Drain is enabled, omit this step.  
  
If there are no more jobs to print, click [End] in the Online Manager window. This stops the data transfer. If Automatic End is enabled, omit this step.
10. When you have completed the printing of your LCDS job, take the system offline.
  - a. In the Online Manager window, click [Offline] in the Input Device area.
  - b. Disable Channel Gateway.

## Managing LCDS resources

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When you print LCDS applications, you must ensure that the required resources, including .JSL, .FNT, .IMG, and .FRM files, are available on the controller.

### Viewing the resources on the controller

1. Click the Administration pull-down menu.
2. Select the LCDS Resources tab.
3. Click [Display].
4. View the resources listed in the window. Scroll through the list to check for the resources you need. You may click the Types button to filter the types of resources displayed.
5. To print a list of LCDS resources on the controller, right-click in the list area, then select [Print List]; a window opens. Specify how you want the list to print.
6. To print a sample of a resource, right-click on the selected resource(s), and select [Sample]; a window opens. Specify how you want to sample the resource(s).

### Listing and importing resources on media

If you have a diskette, tape, or CD containing LCDS resources, you can list the resources on the medium and import them to the controller.

1. Insert the medium into the appropriate drive.
2. Click the Administration pull-down menu.
3. Select the LCDS Resources tab.
4. Choose your media from the Source drop-down list.
5. Right-click in the list area, and select [Display].
6. To import resources to the controller, highlight the resource(s), right-click on them, and select [Import].

### Setting up paper trays for LCDS jobs

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You must define the type of paper you load in the tray. LCDS jobs look for a stock by name, not by attribute. The stock list is used to define stocks by name and attribute. You then assign a stock name to the tray. You may also delete an appended stock.

#### Defining the stock

1. Click the Printer Manager icon.
2. Select the Stock Library tab.
3. Right-click on one of the stock entries, and select [New Stock...]. The New stock window opens.
4. Enter the stock specifications.
5. Click [Add to Trays]. On the Add to Trays window, select the desired tray numbers for the new stock.
6. Click [Add Stock]. The new entry is visible in the list.

**Note:** When the tray size settings change, a fault message displays telling you to check the tray.

#### Appending stock to a tray

1. Select the Paper Trays tab.
2. Right-click on the tray and select [Append/Remove Stock...].
3. Select a stock name from the Matching Stocks list.
4. Click [<Append]. The stock name moves to the Programmed Stocks list.
5. Click [OK].

#### Removing an appended stock

1. Select the Paper Trays tab.
2. Right-click on the tray containing the stock you want to delete.
3. Select [Append/Remove Stock...].
4. On the Programmed Stocks list, select the stock name you want to remove.

5. Click [Remove>]. The stock name moves to the Matching Stocks list.

6. Click [OK].

**Note:** MAIN, AUX, and AUTO are standard stock names that cannot be deleted.

## Setting up paper trays for network jobs

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You must define the type of paper you load in the tray. Network jobs look for a tray that matches the stock attributes requested in the job ticket, not the stock name.

1. Click the Printer Manager icon.
2. Select the Paper Trays tab.
3. Double-click the tray, or right-click it and select [Properties].
4. For name, select [Unspecified].
5. Enter a size, type, color, and weight for the tray.
6. Select the check boxes as needed.
7. Click [OK].
8. Check the tray settings in the Printer Manager window.
9. Change the paper in the tray to match the tray definition.

**Note:** If the paper in the tray does not match the tray definition at the controller, jobs do not print on the correct stock.

## Listing the PostScript or PCL fonts on the system

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Jobs usually print faster if fonts are loaded on the controller. A user may ask you if a particular font is loaded. **Note:** You need Administrator access to install and delete fonts on the controller.

1. Click the Administration pull-down menu.
2. Select [PostScript/PCL Fonts].
3. From the Font Type menu, select the type of fonts you want to view: PostScript All, PostScript Resident, PostScript Soft, PCL Resident, or PCL Cartridge.

## Changing queue acceptance status

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A queue can be set up so that it accepts or rejects jobs sent to it from clients. To change the queue acceptance status:

1. Click the Queue Manager icon.
2. Right-click on the queue, and select [Accept Jobs] or [Do Not Accept Jobs].

## Changing queue release status

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A queue can be set up so that it releases or holds jobs sent to the printer. To change the queue release status:

1. Click the Queue Manager icon.
2. Right-click on the queue, and select [Release Jobs] or [Do Not Release Jobs].

## Changing queue properties

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Queues can be set up to apply properties to jobs. Typically, your site administrator should plan the settings for each queue. Occasionally, you may need to change a queue's properties. Keep in mind that the changes you make may affect all jobs sent to the queue.

1. Click the Queue Manager icon.
2. Select the queue to be changed.
3. Right-click on the queue and select Properties.
4. On the Properties window, change the properties as needed.
5. You may wish to add a comment in the Notes section to explain how the queue has been changed.

## Viewing job status

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1. Click the Job Manager icon.
2. Select the Active Jobs tab.
3. Select the Completed Jobs tab.

## Managing jobs

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You can hold, release, promote, delete, forward, or cancel a job. The Print Now option interrupts any currently printing job and prints the selected job. Job management functions are available by right-clicking on the job in the Job Manager window.

**Note:** If you must cancel a job that is already printing but is not yet complete, right-click on the job and select [Cancel].

## What to do if a job does not print

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If a job will not print, check the following:

- In the Job Manager window, check if the job is listed.
- View job status to determine if the job is ineligible or held. If it is, load the required resources, or release the job.
- Check the queue status to see if it is set to release jobs.
- If you print both LCDS and network jobs at your site, and the job that does not print is a network job, check the Online Job Manager window to ensure that the LCDS job is complete. Click Device Offline and Disable as needed.

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# Xerox DocuPrint

## 100/115/135/155/180 EPS

### Operator Quick Reference Card

Refer to this card when performing operator tasks on the Xerox DocuPrint 100/115/135/155/180 Enterprise Printing System controller. The card helps you to understand and take advantage of the capabilities of your printer.

This quick reference provides concise step-by-step procedures for many commonly performed operator tasks. It is not intended to describe all possible options and activities. Use this card as a tool to help you remember how to perform the procedures. For detailed information, refer to your operator guide and controller online Help.

All operations in this quick reference can be performed using the Operator level of access.

**THE DOCUMENT COMPANY**  
**XEROX**

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