

Training Course Outline

DocuSP/FreeFlow Print Server Engine & Connected RIP

Course Name: DocuSP/FreeFlow Print Server (FFPS) and Engine Training Course

Course Code: System codes are as follows; however booking must specify FreeFlow Print Server Raster Image Process as the controlling server in the notes.

EDDSPOPUP	Operator Upgrade Training ½ day on differences
EDFX4590	FX4590 FreeFlow Print Server Operator Trn
EDFX4112/27F	FX4112/27 Copier/Printer Operator Training
EDDT61CS	DocuTech 61XX Print Server Training
EDNVEA	Nuvera 100/120/144 EA Digital Production System – Operator
EDNV288	Nuvera 288 Digital Perfecting System – Operator
EDNV120CP	Nuvera 100/120 Copier Printer Course - Operator
EDNV120PRO	Nuvera 120 Production Printer Course - Operator
EDDT180HLC	DocuTech 180 Highlight Colour - Operator Training
EDDC2060	DocuColor 2045/2060/5252 Course - Operator
EDDC5000	DocuColor 5000 Course – Operator
EDDC6060	DocuColor 6060 Course - Operator
EDDC8000	DocuColor 7000/8000 Course – Operator

Or EA (product code equivalences includes accommodation)

Location: On customer site or
National Customer Education Centre
546 Gardeners Road
Alexandria NSW 2015

Time: 9.00 am – 5.00pm

Duration: 1.5 up to 4 Days (customised)

Objective

The objective of the DocuSP/FFPS Software and Engine Customer Training Course is to provide participants with a detailed understanding of the concept for Job Manager, Queue Manager, Printer Manager and Highlight or Colour Management teaching you how to use the network production print server to efficiently manage your print jobs and achieve your expected print volume. The course is intended to augment basic learning, for the common controller components for our DocuSP/FFPS and the production engine training for the appropriate engine by providing practical hands-on training, troubleshooting of customer files, submitting documents to the Production Print device to produce high-quality output.

Pre-requisites

- Mandatory requirements before training may begin: - The purchaser, Xerox account manager and the Xerox analyst/Customer Education Facilitator must nominate an in-house (from client site) product specialist for the account. This person's role would then be utilised within the company as the first point of contact for troubleshooting, and to communicate with the Xerox account analyst at a higher degree of competency.
- Ability to confidently navigate and perform standard windows desktop & application functions without procedural instruction.
- Familiarity with networked workstations and file directories.
- A basic understanding of Document Services Platform (DocuSP/FFPS) would be an advantage
- If a participant cannot perform the above tasks: - A course in the appropriate operating systems for Windows is mandatory prior to attending.
- These courses are available through external training institutes. Please contact your Customer Education Facilitator for details.

Course Content

The course has been designed into bite-sized modules. This allows the content of each module to be conducted at a pace suitable to the trainee. The entire course has twenty five (25) modules. Complete only those modules that are appropriate for your level of product experience and the optional features used in your work environment.

DAY ONE AND TWO

(TO BE CUSTOMISED BASED ON WORKFLOW AND CONFIGURATION)

Module 1 – Introduction

This lesson provides a comprehensive overview of the course, training materials and additional resources to assist in your knowledge gathering and understanding of DocuSP/FFPS and the appropriate monochrome or color engine.

- Identify the purpose and format of this course.
- Determine which modules are relevant to your level of product experience and the features you use in your work environment.

Duration of module: 30 Mins

Module 2 - Overview

Your digital press uses the DocuSP/FFPS, which links the digital press with networked client workstations. This allows you to send print jobs from a remote location to the digital press for printing. During this module overview we identify various features of the graphical user interface, discuss the use and purpose of the server and practice general boot sequences.

- Identify supported DocuSP/FFPS -based printer families
- Explain the DocuSP/FFPS Controller design
- Identify DocuSP/FFPS services and capabilities
- List attribute precedence

Duration of module: 60 Mins

Module 3 – Digital Press Overview (for appropriate IOT, referred as 3a)

Xerox Printer Module: This module provides information on the components of the Production Systems, as well as basic maintenance procedures. Building on the previous modules, which describe the controller features common to and across the DocuSP/FFPS Server-based print engines for Monochrome & Colour.

- Identify the Printer components
- Perform basic maintenance tasks
- Prepare for a service call

Duration of module: *Varies (60-120 mins depending on engine)*

Module 4 – Getting Started – System Basics

During this module overview we identify various features of the graphical user interface, discuss the roles and responsibilities between operators and the use and purpose of the server; including practicing general boot sequences.

- Identify DocuSP/FFPS user types
- Power the system on and off
- Obtain DocuSP/FFPS Help and customer support

Duration of module: *60 Mins*

Module 5 – Job Properties

This module explains how to manager jobs in Job Manager. Select and edit job properties, program special pages, inserts, tabs, covers and correct faulted jobs.

- View jobs in Job Manager
- Select job properties
- Program special pages
- Correct faulted jobs

Duration of module: *90 Mins*

Module 6 – Job Management

This module provides additional information on job management activities available within Job Manager. Building jobs, forwarding, holding, releasing, deleting and canceling jobs.

- Print jobs
- Job Build
- Forward, hold, and release jobs
- Delete and cancel jobs
- Save and reprint jobs

Duration of module: *45 Minutes*

Module 7 – Queue Management

This module provides information and procedures for managing and creating queues.

- Create a queue
- Modify a queue
- Customize queues to save time

Duration of module: 45 Minutes

Module 8 – Printer Management (for appropriate IOT, referred as 8a)

This module provides information and instruction for managing print jobs within the digital press. You can manage print jobs either remotely from a client workstation or from the server itself.

- Program Paper Trays
- Create, copy, edit, and delete a stock
- Identify supported stocks
- Control stacker settings
- Change Image Quality settings

Duration of module: 60 Mins

Module 9 – Print Services

This module provides information and instructions for using and managing the DocuSP/FFPS 's Print Services. Print Services allows the operators to edit, import, filter and delete jobs.

- Print saved jobs
- Edit saved jobs
- Import pages for saved jobs
- Filter saved jobs
- Delete saved jobs

Duration of module: 40 Mins

Module 10 – System Menu

This module provides information and instructions for managing the Administration functions such as setting the system preferences, backing up system configurations and access to diagnostics.

- Adjust system settings
- Backing up your system and configurations
- Access diagnostics

Duration of module: 30 Mins

Module 11 – Printer Menu

This module provides information and instructions for unloading the stacker, modifying switches for printing, sampling a long print job and the uses for reposition output.

- Unload the stacker
- Modify printer switches
- Print a sample job
- Reposition output

Duration of module: 45 Minutes

Module 12 – Setup Menu

This module provides an overview on the capabilities found in the Setup menu. Many of the selectable options for configuring your printer to meet your specific needs are found in the Setup menu.

- View and manage your systems configuration
- Select system preferences
- Determine the serial number for your system

Duration of module: 45 Mins

Module 13 - Administration

This module provides information on managing the accounting, billing, and font functions on the DocuSP/FFPS Controller.

- Manage accounting and billing functions
- Utilize background forms
- Load additional fonts

Duration of module: 60 Mins

Module 14 - Image Control

This module provides information on the DocuSP/FFPS features that enable you to control document images including Reposition Output, Layout Options, Image Edit, and Image Quality.

- Specify layout options
- Reposition output
- Adjust image quality and darkness
- Shift images on a page and rotate images

Duration of module: 60 Mins

Module 15 - Job Submission

Welcome to Job Submission. This module provides the basic information you need to submit print jobs using various methods. It also tells you how to install and use a printer driver on your personal computer or workstation. Furthermore, this module is intended primarily for operators who are new to DocuSP/FFPS. However, Job Submission changes with new versions of DocuSP/FFPS, so even experienced operators can benefit from reviewing this module.

- Understand job submission methods
- Understand the purpose of printer drivers
- Install printer drivers
- Print using printer drivers and other methods

Duration of module: 60-120 Mins

Module 16 – Troubleshooting and Maintenance

This module identifies maintenance tasks, describes available resources, and provides information on managing printer and job faults,

- Manage printer and job faults
- Utilize other sources for printer-specific information
- Perform various maintenance tasks

Duration of module: 30 Mins

Module 17 – Remote Workflow

Remote Workflow is a management tool that you need to understand to manage printers from a remote location. Operators who will not use the Remote Workflow feature do not need to take this module.

- Access Remote Workflow Setup
- Engage in a remote desktop session
- Program & Reprogram Print-Ready Jobs
- Manage and Maintain Server Remotely

Duration of module: 60 Minutes

Module 18 – Remote Services (not available for all installs)

This module provides information on utilising the Remote Services Client. Remote Services is a new feature as of DocuSP/FFPS. Remote Services provides a means for direct communication between Xerox Remote Service Engineers (RSEs) and Xerox operators, via a Xerox printing system. Separate media is installed by Xerox Representatives at installation to enable Remote Services capabilities.

- Access Remote Services
- Engage in a remote desktop session
- Accept, reject, and download software updates
- Capture and transmit data

Duration of module: 60 Minutes

Module 19 – IPDS (optional)

This module describes the IPDS, Intelligent Print Data Stream, gateway. IPDS is not necessary for all work environments and therefore, is not on all production systems. The IPDS, is a print data stream defined by IBM. IPDS is a sequence of information transmitted by an IBM host computer as directed by the Print Service Facility (PSF). In addition to delivering print information, the IPDS data stream performs printer control functions and shares job status information.

- Access IPS Manager
- Select system configuration settings
- Manage IPDS fonts
- Apply job settings
- Specify tray/bin mappings
- Create a queue for IPDS jobs

Duration of module: 90 Minutes

Module 20 – LCDS (optional)

This module provides information on managing the LCDS functions on the DocuSP/FFPS Controller. LCDS (Line Conditioned Data Stream) jobs are accepted from a channel-attached mainframe, from networked workstations and from a tape client. Once the printer is set up for a job's requirements, the host operator can send the job data. When printing is complete, the printer operator performs procedures to end the data transfer. This can be done automatically by a timer or by a command in the data stream.

- Define LCDS
- Manage LCDS resources
- Print an LCDS job from a mainframe
- Print an LCDS job from a tape client

Duration of module: 120 Mins

Module 21 – VIPP (optional)

This module provides information on Xerox Variable data Intelligent PostScript PrintWare. PostScript is a page description language designed by Adobe Systems. It provides a standard language for applications to communicate with printers and other output devices. VIPP enables raw data to be formatted on a PostScript printer and inserted into documents. To specify a job as a VIPP job, a start string is required. The required start string can be automatically added using DocuSP/FFPS functionality. This can be completed using the Command Line Client, Queue Manager, and Job Properties.

- Provide a basic definition for VIPP
- Identify the benefits of VIPP
- Access VIPP Project Manager
- Discuss the additional training provided for VIPP

Duration of module: 45 Mins

Module 22 – Highlight Colour (for DT180HLC only)

This module provides instructions for utilizing highlight colour in documents. Highlight Colour is the use of black plus one operator selectable and changeable color to print documents.

Note: This unit is named as module 16 in highlight colour participant workbook

- Define Highlight Color
- Set Highlight Color properties.

Duration of module: 90 Mins

Module 23 – Introduction to Colour Management (for Colour FFPS only)

This module builds on previous modules, which describe the features and capabilities of DocuSP/FFPS. To be successful operating DocuSP/FFPS -based printing and publishing solutions, you need to understand the fundamentals of colour management using the Color Manager tab in DocuSP/FFPS. This module focuses on introducing you to the basics of colour management.

- Explain the purpose of the Color Manager
- Describe the tab and menu options available in Color Manager
- Select basic colour image quality settings using the Image Quality tab

Duration of module: 90 Mins

Lesson 24: Advanced Colour Management (for Colour FFPS only)

This module builds on the previous modules in this training, including Introduction to Colour Management. Advanced Colour Management builds on the information regarding tabs, menu options, and Image Quality provided in the introduction.

- Explain the DocuSP/FFPS color management system (CMS)
- Make GCR and halftone selections
- Describe CMYK emulation and color modes
- Make other more advanced color selections

Duration of module: 90 Mins

Lesson 25: Websites and Other Documentation

This module provides an overview of additional training resources to assist in troubleshooting via product help from user guides and Online Support Assistant

- Navigating the FXA website – OSA (<http://www.fujixerox.com.au/onlineSupportAssistant.do>)
- Getting Started/User Guide/System Administration Guide/Quick Reference Guide

Duration of module: 30 Mins

Module: – Assessment (several weeks later – arranged at completion of training)

- Students will be given several projects to complete. The project will be based on workflows, concepts, theories and exercises learnt throughout the course. The project will be completed under the guidance of the instructor and evidence of successful completion to tasks will be gathered as proof of competence.
- On successful completion of the projects together with completion of a tasks features checklist, students will be issued with a certificate of competency.

Duration of module: Approximately 3 hours

To book your place, please contact Education Services Administrator on 02 9700 5691 or e-mail Customer.Education@aus.fujixerox.com.



Environmental Statement:

Protecting the environment is a fundamental component of our company's commitment to corporate citizenship. At Fuji Xerox Australia, we supply products that have been designed with both our customers and the environment in mind. As a world leader in the development of parts and components Remanufacturing Programs, we have made Eco Manufacturing an integral part of our business. All our sites have achieved ISO 14001 Environmental Management System Certification, as a demonstration of our commitment to protecting the environment.



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