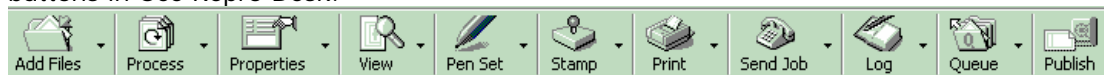


Océ Repro Desk Remote Quick Start Up

This instruction document describes the most important settings for using Océ Repro Desk to send print jobs to us efficiently and with full quality control.

Introduction screen layout

After installation of the client software on your workstation you see the following row of buttons in Océ Repro Desk:



With the row of buttons you can drive the most important functionality in Océ Repro Desk. Via the arrows besides the buttons, you can select extra functionality. But before you start, please make sure that two standard settings are selected.

Standard settings

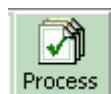
Click on the menu item 'Options' and make sure that only 'Auto Detect Paper Size' and 'Auto Paper Rotate' are checked. This way Océ Repro Desk will always make sure that the right paper size is selected with your plotfile. When you close Océ Repro Desk these settings will automatically be saved.

Four simple steps to make a print job



Step 1: Add files to a print job

1. Click on the button 'Add Files'.
2. Select the files you wish to add (use the Ctrl and Shift buttons if you like).
3. Click on 'Open'.
4. The selected files are now presented in the job window.



Step 2: Process files




1. Click on the button 'Process'. Océ Repro Desk now looks for the suitable paper format and reviews other useful information in the file (used pens, etc.). All files are now processed. Files that are processed are indicated with a mark left of the file name.
2. When the automatic error detection of Océ Repro Desk discovers any shortcomings in the files, you can solve those problems by following the instructions on the screen.
3. Now choose the print settings you like from the job window: copies (multiple sets will be sorted automatically by your reprographer), zoom percentage, paper format (you can change the zoom and paper size if you wish to enlarge or reduce the image), media, folding, alignment, etc. You can do this per file by selecting the setting with a right mouse click or by a double left mouse click.
4. It is also possible to make the setting for all files at once by clicking on the top of the setting column.



Step 3: View the image on screen or paper

It is possible with Océ Repro Desk to pre proof your files with WYSIWYP (What You See Is What You Print). This means that the print preview that you see on screen is exactly the same as the print that you will receive from your reprographer. This includes pen thicknesses, grayscales and patterns and so on.

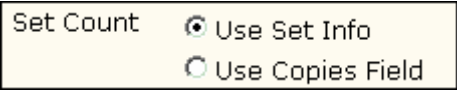
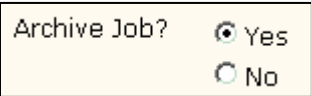
1. Select the file in the job window that you would like to pre proof with your left mouse button and click on 'View'.
2. The file is now presented in the view window. An extra row of buttons on the right is at your disposal. When you move your mouse over the buttons without clicking on them, extra information appears for each button. Remember that using both magnifying glasses to view details of your files will NOT change the printed output. It is only an enlargement on screen for you to check the quality.

3. By default, Reprodesk will display the drawing preview in black and white, with line widths and screens approximated. If you wish you can switch to a colour view with infinitely thin lines as it might appear in your cad application. To do this, click the 'Toggle Rasterization' button.
 
4. It is possible to enlarge a certain detail of a drawing on the print by using this button. Only the information that is depicted on the paper background will be printed. When you are not satisfied with one of your settings you can always go back to the last setting via the menu bar 'Edit' and 'Undo' or directly with Ctrl-Z.
 
5. With the arrow buttons at the bottom of the view screen you can go through the different files in your job.
 
6. When you are satisfied with the pre proof of the output, you can go back to the job window via the 'Window' in the menu bar or by clicking on the job window directly. Your job is now ready to be submitted to us.
7. You can choose to save the job by selecting 'File' and then 'Save Job As' from the menu bar. The complete print job including the paths to the different files is now saved and can be opened again later on.
8. The complete job can also be printed in sets on a small format Windows printer on A4 or A3 by selecting the pull down menu right of the 'Print' button, then select 'Print' and then select 'Print Windows'.



Step 4: Digital submission of a print job

Print jobs can be submitted to your reprographer via your current internet connection using FTP or on CD/diskette (or via modem or ISDN).

1. Click on the button 'Send Job', select the way you have agreed on sending print jobs to your reprographer and click on 'OK'. The electronic order form 'Job Information' appears. The order form provides the reprographer with all the information to process, print, finish, distribute and bill the order correctly.
2. Fill in the requested information on the order form. The items that are depicted bold are mandatory.
3. Always choose the option 'Use Set Info' unless your job requires a varying number of copies for each drawing. Note that it is always assumed that you want at least one set printed. Therefore, for a job requiring four sets, you would enter '3' in the 'Additional set count' field. When 'Use Copies Field' is selected the number of copies that you selected in the 'Copies' column of the job windows will be used.
 
4. It is also possible to instruct us to archive the print job for future printing.
5. If you have any additional instructions that you could not put anywhere else, you can type them at 'Job instructions' in the order form. Your print job is now ready to be submitted digitally.
 
6. Select 'Submit'. A summary of the total job (including file names) is presented.
7. To make a print of the job summary for archiving with other project documents, click 'Print'.
8. To submit the print job to the reprographer, click 'Send Job'. Your print job is now submitted to us in a secure and fast way, of which you get a notification on your screen.

If you have any questions, please feel free to contact us:

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