Fiery FS150/FS150 Pro

How-To:
Automate Job Submission

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Feature Overview

Administrators can create and share Server Job Presets to automate selecting Job Properties for commonly used applications, saving time and maximizing productivity.

Administrators can save, edit, publish and delete Server Presets from the Command WorkStation Device Center so other users can access the centrally stored presets through workflows such as Virtual Printers, Hot Folders, Job Properties and print drivers.

Fiery Virtual Printers enable production print administrators to create a specific configuration for an output device and present it to users as a printer with a specific name on their desktop. For example, a user who prints training manuals on a regular basis could simply print to a printer named —Training Manual, greatly reducing errors in job setup.

Fiery Hot Folders provide the user with a simple and automated method of sending documents to a Fiery server. Users can copy or simply drop documents into Hot Folders, then route them to a Fiery server with a job ticket attached, or merge files from the same folder. Job ticket settings include PPD options and imposition attributes.

In comparison with Hot Folders, Virtual Printers is managed and configured centrally by a Fiery Administrator; all settings are controlled at the Command WorkStation where only an administrator can view and/or change the published Virtual Printers and details associated within them.

Users can apply Auto Preflight to any jobs that use Hot Folders and Virtual Printers, and check files before processing. Files that fail the Preflight can be routed to the Hold Queue for an operator to check before printing. Auto Preflight saves time and reduces waste by rerouting incorrect files before printing. Available with the Fiery Graphic Arts Package, Premium Edition.

Customer Benefits

- **Server Presets:** Allows all users to access commonly used settings in all workflows. Permits administrators to save and manage the most commonly used settings and then easily publish them as Virtual Printers and Hot Folders. Consistent end user interface across Driver, Job Properties, and Hot Folders user interfaces.
- **Hot Folders:** Saves time and shortens the steps for file submission. Includes an intuitive interface, which simplifies use and increases users' adoption of Hot Folders, consequently increasing productivity by automating the print submission process.
- **Virtual Printers:** Automates workflow for all users, increasing productivity. Reduces repetitive workflows for faster, error-free printing. Ensures print process and company standards are maintained, since relevant settings can be preserved as Admin-lockable.
- **Automatic Preflight:** Saves time and increases productivity. Rerouting incorrect files before printing saves resources and money.

Objectives of the Exercise

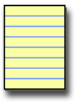
- Create a Server Preset.
- Create a Virtual Printer to use a Server preset and Auto Preflight.
- Submit jobs to the Virtual Printer.
- Create a Hot Folder to use a server preset and Auto Preflight.
- Submit jobs to the Hot Folder.
- Submit jobs from the print driver using Server preset.

Additional Resources

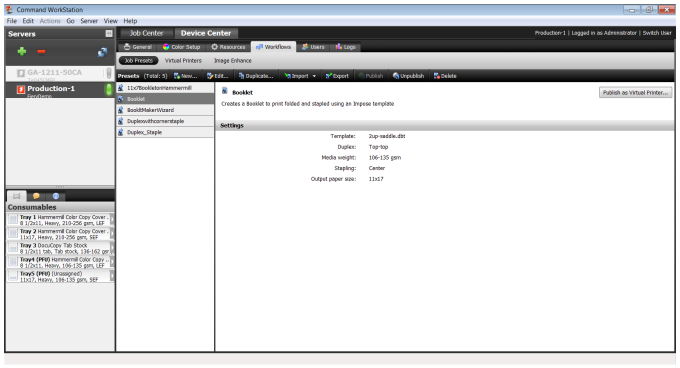
If you would like to learn more about Fiery product features, EFI has created interactive online courses designed to enhance Fiery product knowledge and help increase performance. For a complete list of the online courses we offer, go to the Fiery eLearning web page.

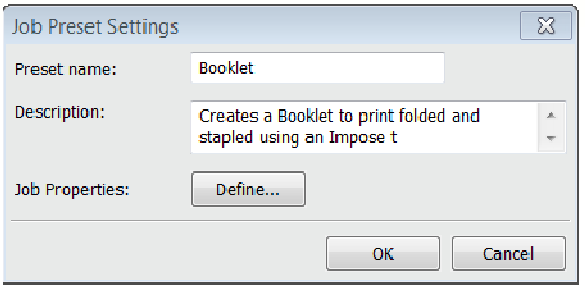
Before you begin

- Have Fiery Command WorkStation 5.5 or above opened and connected to at least one Fiery server, running Fiery FS150/FS150 Pro or above.
- The Fiery FS150 Pro server must have the Graphic Arts Package, Premium Edition installed.
- The Fiery FS150 must have the Productivity Package installed.
- Have Hot Folders opened on either a Windows or Macintosh client.
- Place the file **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf** in a location where your Hot Folders and Command WorkStation can access and browse to locate these files for use later in this exercise.
- Ensure the printer and Fiery have been calibrated before printing any output.



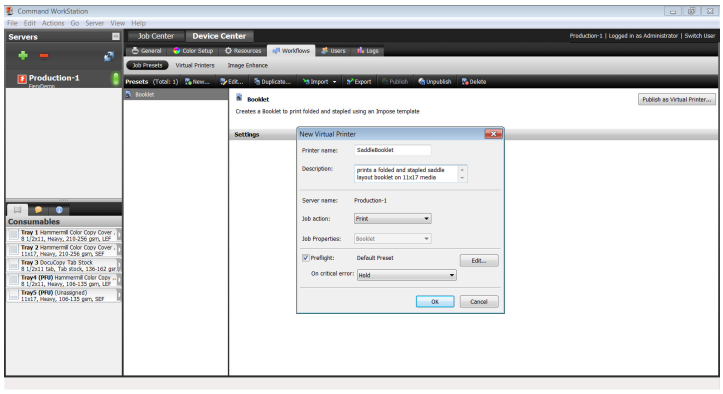
Note: Each output device will have different procedures for configuring and printing the finished document. Consult the user documentation for the copier and Fiery that will be used for this How-To Guide.

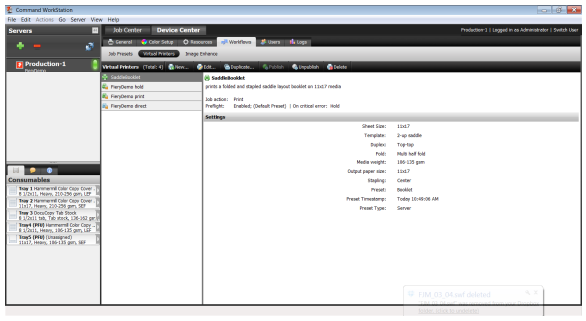




Create a Fiery Server Preset for Booklet Imposition

1. Server presets will be available for use in the Print Driver, Command WorkStation Job Properties, Virtual Printers and Hot Folders.
2. Login as Administrator to your Fiery Server in Command WorkStation.
3. In the Command WorkStation menu, select **Go> Job Presets**.
4. Select **New...**
5. Enter a Presets name and description. For this example, enter **Booklet**.
6. **Description** allows for additional Preset characteristics to be noted. Be as descriptive as possible to describe how the documents will output using this preset.
7. Select Job Properties **Define…** to open the Job Properties options.
8. In the **Layout** tab, select **Impose**. In the Templates drop down menu, select **2-upSaddle**.
9. In the **Media** tab, select **11x17 or A3** for the **Output Paper Size**. Select any additional media options such as Paper Catalog or Media Weight as appropriate for your workflow.
10. In the **Finishing** tab select the appropriate **Folding** and **Stapling** options for your printer. These options will vary with print device.
11. Select **OK** when you have completed defining all finishing options.
12. Select **OK** to complete saving the new preset.
13. In the next section, you will create a Virtual Printer to use this new preset from this Presets window.

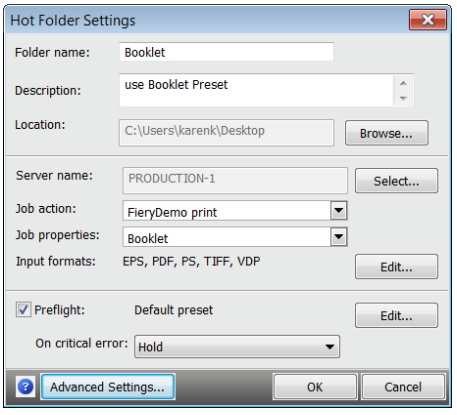




Create a Virtual Printer

1. From the Presets window, select the Booklet preset and **Publish as Virtual Printer…**.
2. The New Virtual Printer window will open and allow additional changes to be made.
3. By default, **Auto Prefight** is enabled. For this example use the default Preflight settings.
4. Select **OK** when you have completed all settings. After saving a message will appear to indicate, “The Virtual Printer has been created successfully. Select **OK** to publish the Virtual Printer.
5. Select **Virtual Printers** in Device Center Workflows to see the newly created Virtual Printer.
6. Create additional Virtual Printers by selecting **New…**
7. In the **New Virtual Printer** window, enter a name for the Virtual Printer that reflects its function.
8. **Description** allows for additional characteristics to be noted. Be as descriptive as possible to describe to users how submitted jobs will print.
9. Select the **Job Action**.
10. Select **Define...** in the **Job Properties** pull-down to apply Job Properties settings.
11. Selecting the **Lock All** button on top, will prevent users from overriding the pre-defined job properties.
12. Select **OK** to apply the Job Properties.
13. Select **OK** to save and publish the new virtual printer.
14. Users may now install the Virtual Printer driver to submit jobs.

Note: Consult the Fiery User Documentation for information on installing the Virtual Printer.



Create a New Fiery Hot Folder

1. Open the EFI Hot Folder Console and select **New…**.
2. Enter a name for the new folder. For this example enter **Booklet**.
3. **Description** allows for additional Hot Folder characteristics to be noted Be as descriptive as possible to describe to users how submitted jobs will print.
4. **Location** displays the default location where the new Hot Folder will be created. To change the location select **Browse…** For this example, leave the default location which is the desktop.
5. Use the **Select…** button to select the Fiery server.
6. When the **Connect to Server** window opens, use the **search icon** (magnifying glass) to search for a Fiery server on your network. Select the Fiery server that will receive jobs submitted using Hot Folders and select **Connect**.
7. Select the **Job Action**. For this exercise select **Print** from the drop-down menu.
8. To assign Job Properties, select the arrow and **Booklet** from the drop-down menu for this example.

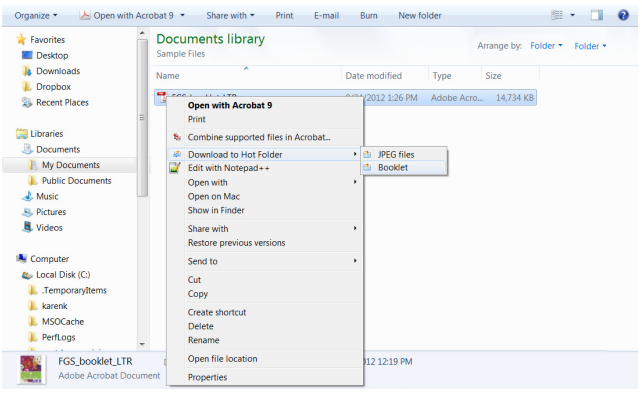
Note: The Job Properties option will list all Fiery Server Presets. **Define…** will open the Job Properties window and allow you to specify any Job Properties for this Hot Folder.

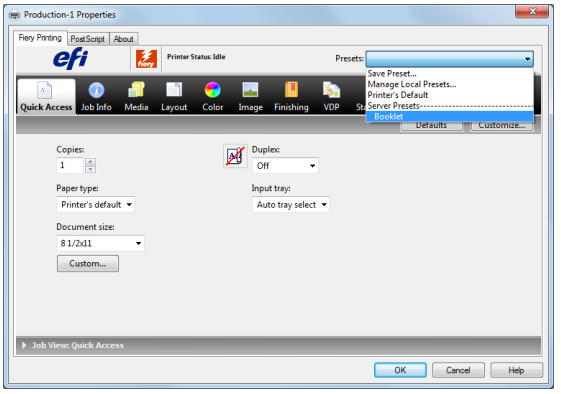
9. Select **Edit…** for Input format. This will list the file formats that can be submitted using the Hot Folder. For this example use the default settings and **OK** or **Cancel**.

Note: By default Hot Folders can submit EPS, PDF, PostScript (.ps), TIFF, and VDP (Server only). In addition Microsoft Office document files can be submitted directly by enabling Microsoft Office Hot Folder Filters.

To use MS Office Hot Folder Filters, MS Office XP or higher must be installed and configured on the system running Hot Folders (Requires an installed Postscript print driver).

10. Check to enable **Auto Preflight**. Select **Edit…** will allow you to change the presets. For this example use the default settings.
11. Select Hold for the **On Critical Error**.
12. Select **OK** to apply all the Hot Folder settings and to close the EFI Hot Folder Console.





Submitting a File from the Desktop Using a Hot Folder

1. Locate the file **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf**, right-click and select **Download to Hot Folder** from the pop-out menu (Image on the left).
2. Select the **Booklet** Hot Folder from the list.

Note: Files can also be submitted using 'Drag-and-Drop' by holding down the CTRL key while moving the file to the Hot Folder.

3. The document will be submitted to the Fiery server, applying the defined job properties.

Apply a Server Preset to a Job in Command WorkStation

1. Select the job **FGS_booklet_LTR.pdf** or **FGS_booklet_A4.pdf** in the held queue, right-click to select **Apply Workflow** and then select the preset **Duplex_Staple** you just created from the flyout menu.

Note: Server Presets are also selectable as a right-click menu option in the Workflow column.

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