Customer Tips

*... **for the user***

Using FreeFlow Prepress Suite and a Xerox Multifunction Device to Scan and Print

Purpose

This document contains procedures to set up and print documents from FreeFlow Prepress Suite to Xerox multifunction devices, (Document Centre and/or WorkCentre Pro) and to scan documents to FreeFlow Prepress Suite from a Xerox multifunction device (MFD). The FreeFlow Prepress Suite provides the same capabilities that Digipath previously supplied.

Note: Of the products checked in the product box, only the Document Centres are tested with FreeFlow Prepress Suite. WorkCentre Pros and FreeFlow Prepress Suite should integrate and function together without problem. Refer to the FreeFlow Prepress Suite documentation and/or contact FreeFlow Prepress Suite support for more details about products supported.

To follow the procedures in this document, you need to know how to use the FreeFlow Prepress Suite application and the scan functions of the Xerox MFD and CentreWare.

Printing from FreeFlow Prepress Suite to a MFD

1. At the FreeFlow Prepress Suite workstation open **Printer Administration** and select **Production Printers** (see Figure 1).

This document applies to these Xerox products:

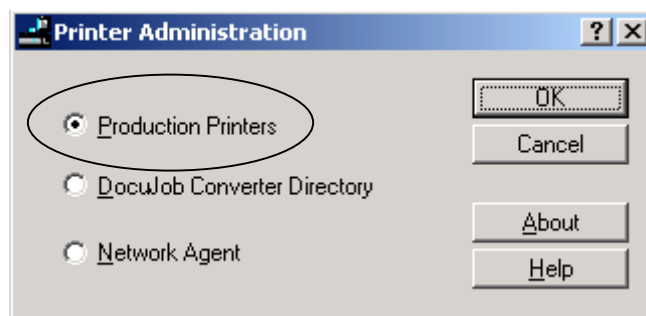|	
x	**WC Pro 32/40 Color**
x	**WC Pro 65/75/90**
x	**WC Pro 35/45/55**
	WC M35/M45/M55
x	**DC 555/545/535**
x	**DC 490/480/470/460**
x	**DC 440/432/425/420**
x	**DC 340/332**
x	**DC 265/255/240**
x	**DC 230/220**
	DCCS 50

Figure 1: Set up a Production Printer in FreeFlow Prepress Suite

2. Click **OK**. The **Printer Settings** window appears. Click **Add Printer** (see Figure 2).
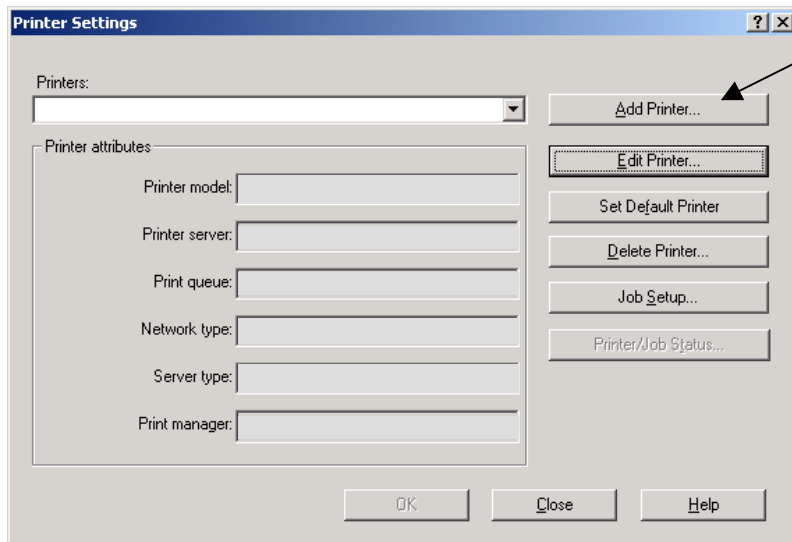

Figure 2: Add a Printer in FreeFlow Prepress Suite

3. In the **Add Printer** window enter a name for the MFD (for example WCP90), the MFD IP address and a Print queue name if desired. In addition select a Printer model, Print manager and a Network type. Click **OK** (see Figure 3).

   Note: Currently only Document Centre models are shown in the drop down list of printer models. To set up a WorkCentre Pro, select its parent model. For example:

   - For a WCP 65/75/90 select a Document Centre 265/255/240/490/480/470/460

   - For a WCP 35/45/55 select a Document Centre 555/545/535

   - For a WCP 32/40 Color select a Document Centre 265/255/240/490/480/470/460
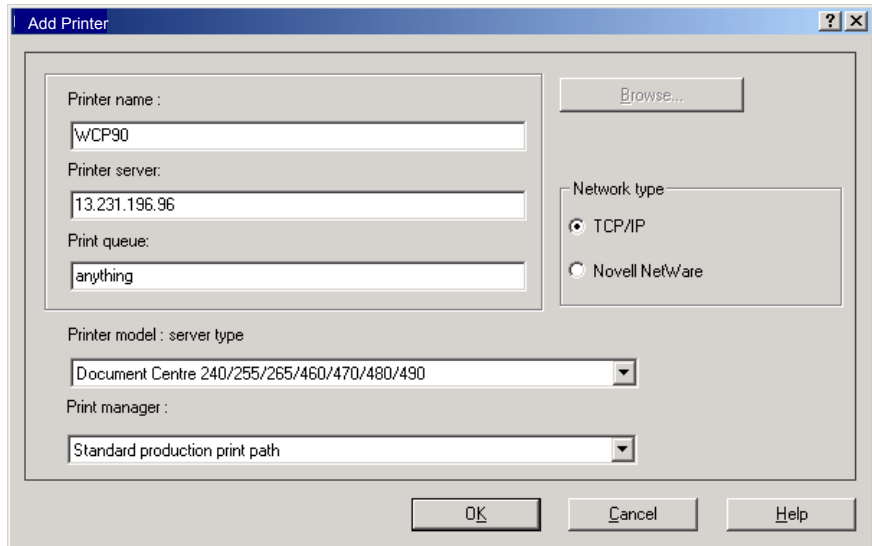

Figure 3: Provide Printer details in FreeFlow Prepress Suite

4. FreeFlow Prepress Suite is now ready to print to a MFD. From a FreeFlow Prepress Suite application, print a test page to verify that your set up is correct. If not, follow the procedure again, this time selecting **Edit Printer** to make your corrections.

Scan to FreeFlow Prepress Suite from a MFD

Overview

There are several ways that a Xerox MFD can transfer scanned images to FreeFlow Prepress Suite. In general, the MFD sends scanned images directly to a folder that may reside on a Centreware scan server or on a FreeFlow Prepress Suite workstation. The folder is monitored and checked at a regular interval by FreeFlow Prepress Suite's Network Agent. When scans are detected, the Network Agent forwards them on to their required destinations. (see Figure 4).
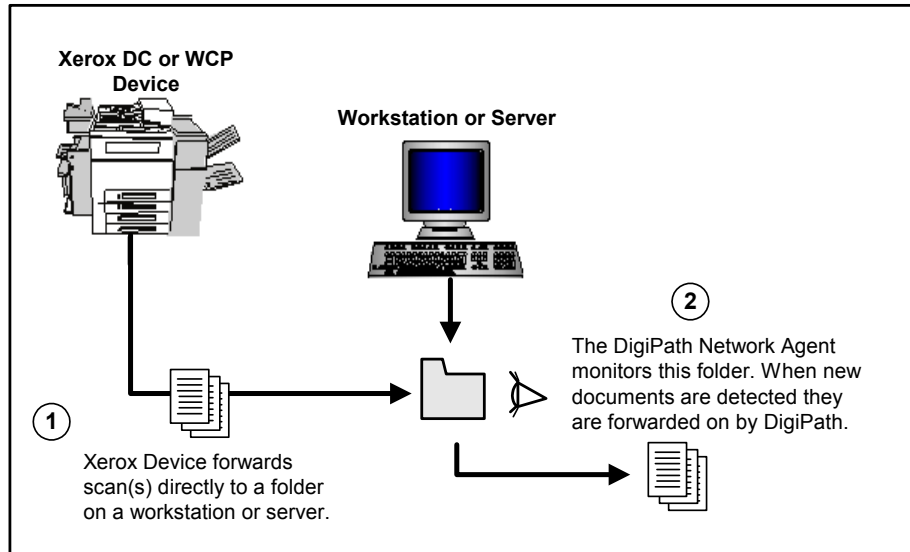
Figure 4: MFD uses CW Internet Services to forward scans to FreeFlow Prepress Suite

This document outlines the two easiest methods to scan documents from a MFD to FreeFlow Prepress Suite:

A. The MFD forwards scans to a directory on the FreeFlow Prepress Suite workstation. CentreWare Internet Services is used to configure the scan function of the MFD.

B. FreeFlow Prepress Suite monitors and retrieves MFD scans directly from a CentreWare scan server. CentreWare Network Scanning Services is used to configure the scan function of the MFD.

In addition to these two (2) methods for scanning from a Xerox MFD to FreeFlow Prepress Suite many other configuration possibilities exist. If you plan to use a different configuration than those presented here you may find more information and help in our Eureka tips or by calling Xerox Support.

A. Enabling Scanning using CentreWare Internet Services

The MFD distributes scanned images directly to a directory on the FreeFlow Prepress Suite workstation. This directory is monitored and checked at a regular interval by the FreeFlow Prepress Suite Network Agent. When scans are detected, the Network Agent forwards them on to their required destinations.

The following items are required for this method:

- An Internet browser.

- FreeFlow Prepress Suite software and associated software/utilities installed on the FreeFlow Prepress Suite workstation.

- IP address of the FreeFlow Prepress Suite workstation (for example, 12.123.123.12). Record the IP address here: ___.___.___.___

- Scanning enabled on the MFD.

- TCP/IP and HTTP enabled on the MFD.

Note: Read all steps of this procedure before beginning.

FreeFlow Prepress Suite Setup

Perform the following on the FreeFlow Prepress Suite workstation:

1. Create a local user (example: digiuser).

2. Create a directory on the FreeFlow Prepress Suite workstation to which this user has read/write access (example: /digidir1).

3. Configure the FreeFlow Prepress Suite Network Agent to monitor this directory (see Figure 5).
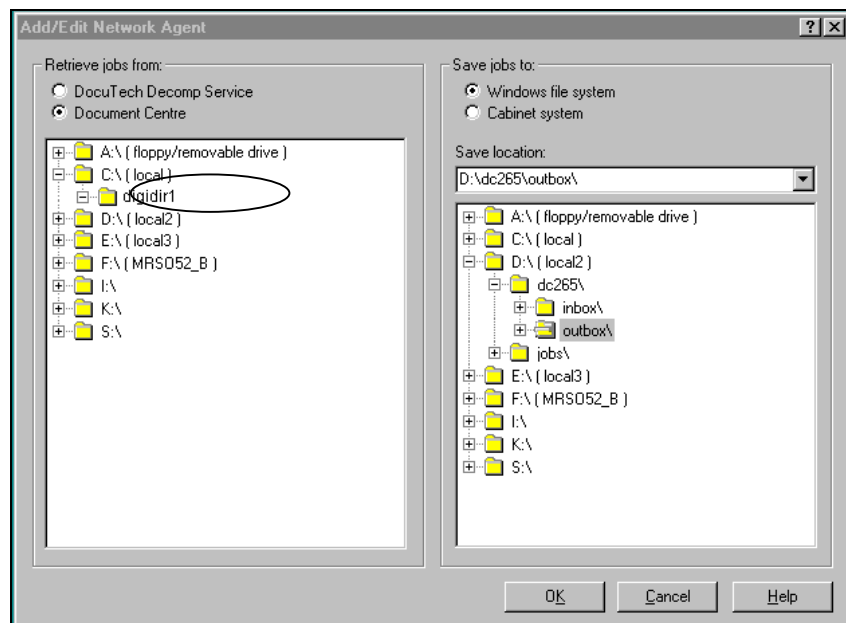

Figure 5: Set Up the Network Agent to Monitor a FreeFlow Prepress Suite Directory

Scan Template Setup

Select the procedure appropriate for your model MFD to set up a FreeFlow Prepress Suite scan template using CentreWare Internet Services.

WorkCentre Pro FreeFlow Prepress Suite Scan Template Setup

This procedure describes how to set up a FreeFlow Prepress Suite scan template on the WorkCentre Pro devices using CentreWare Internet Services.

Note: You may be required to enter the device's Admin user name and password during this procedure.

1. Use the WorkCentre Pro's user interface to verify TCP/IP is enabled and configured.

2. Record the TCP/IP address here: ___.___.___.___

3. Verify HTTP is enabled on the WorkCentre Pro.

4. Use a Web browser on your workstation to enter the TCP/IP address of the WorkCentre Pro (recorded in step 2 of this procedure), and access the CentreWare Internet Services home page.

5. Select the **Properties** tab.

6. Expand **Services**, **Network Scanning** and highlight **File Repository Setup** on the left side of the **Properties** tab.
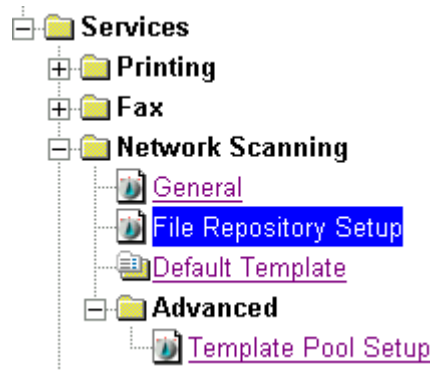
7. Select [**Add**] under **Default File Destination** and enter/select the following:

   Note: If the Default File Destination is already configured, add an Alternate Repository and continue with this step.

Friendly Name:	(Optional) Enter a name for your default repository.
Protocol:	TCP/IP
Name or IP Address	Select IP Address
IP Address and Port:	The IP address of the FreeFlow Prepress Suite workstation. (The FTP port is set to 21 by default.)
Document Path:	(example: /digidir1).
Login Name:	The username the WorkCentre Pro uses to logon to the FreeFlow Prepress Suite workstation (Example: digiuser)
Password:	Your digiuser password
Retype Password:	Exact duplicate of password above.

8. Select [**Apply**]. An **Enter Network Password** box may appear. If so, enter the WorkCentre Pro's Admin user name and password. Select [**OK**].

9. Select the **Scan** tab.

10. Select **[+] New Template** to create a new scan template.

11. Enter or select the following information:

Template Name:	Your user name or the name you wish to call the template (example: digiuser) – ***required field***
Description (optional):	A description of the template – ***optional field***
Owner (optional):	Your name (example: FreeFlow Prepress Suite Admin) – ***optional field***

12. Select [**Add**]. Your new template appears under **Templates:** on the left side of the **Scan** tab.
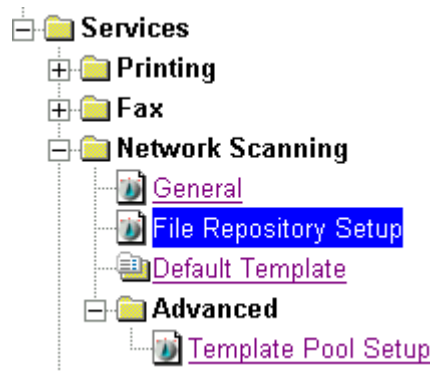
13. Select your new template.

   ▪ If you configured the Default Repository in step 7, scroll to the **Name / Format** section and select [**Edit**]. Change the **Document Format** to **TIFF** (single page) and select [**Apply**].

   ▪ If you configured an Alternate Repository in step 7, perform the following two actions.

   1. Scroll to the **Name / Format** section and select [**Edit**]. Change the **Document Format** to **TIFF** (single page) and select [**Apply**].

   2. Scroll to the **File Destinations** section and select [**Add**]. Choose the Alternate Repository you configured in step 7 and select [**Apply**]. Under **File Destinations**, highlight the default file destination and select [**Delete**].

DC 555/545/535 FreeFlow Prepress Suite Scan Template Setup

This procedure describes how to set up a FreeFlow Prepress Suite scan template on the DC 555/545/535 devices using CentreWare Internet Services.

NOTE: You may be required to enter the Document Centre's Admin user name and password during this procedure.

1. Use the Document Centre user interface to verify TCP/IP is enabled and configured.

2. Record the TCP/IP address here: ___.___.___.___

3. Verify HTTP is enabled on the Document Centre.

4. Use a Web browser on your workstation to enter the TCP/IP address of the Document Centre (recorded in step 2 of this procedure), and access the CentreWare Internet Services home page.

5. Select the **Properties** tab.

6. Expand **Services** and **Network Scanning** and highlight **File Repository Setup** on the left side of the **Properties** tab.

7. Select [**Add**] under **Default File Destination** and enter/select the following:

   Note: If the Default File Destination is already configured, add an Alternate Repository and continue with this step.

Friendly Name:	(Optional) Enter a name for your default repository

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Protocol:	TCP/IP
Name or IP Address	Select IP Address
IP Address and Port:	The IP address of the FreeFlow Prepress Suite workstation (The Port is set to 21 by default.)
Document Path:	(Example: /digidir1)
Login Name:	The username the Document Centre uses to logon to the FreeFlow Prepress Suite workstation (Example: digiuser)
Password:	Your Digiuser password
Retype Password:	Exact duplicate of password above.

8. Select [**Apply**]. An **Enter Network Password** box may appear. If so, enter the Document Centre's Admin user name and password. Select [**OK**].

9. Select the **Services** tab.

10. Select **Scan: Distribution Templates**.

11. Select **[+] New Template** to create a new scan template.

12. Enter or select the following information:

Template Name:	Your user name or the name you wish to call the template (example: digiuser) – *required field*
Description (optional):	A description of the template – *optional field*
Owner (optional):	Your name (example: FreeFlow Prepress Suite Admin) – *optional field*

13. Select [**Apply**]. Your new template appears under the Distribution Templates on the left side of the **Services** tab.

14. Select your new template.

   - If you configured the Default Repository in step 7, scroll to the **Name / Format** section and select [**Edit**]. Change the **Document Format** to **TIFF** (single page) and select [**Apply**].

   - If you configured an Alternate Repository in step 7, perform the following two actions.

      1. Scroll to the **Name / Format** section and select [**Edit**]. Change the **Document Format** to **TIFF** (single page) and select [**Apply**].

      2. Scroll to the **File Destinations** section and select [**Add**]. Choose the Alternate Repository you configured in step 7 and select [**Apply**]. Under **File Destinations**, highlight the default file destination and select [**Delete**].

DC 440/432/425/420, DC 340/332, or a DC 230/220 FreeFlow Prepress Suite Scan Template Setup

This procedure describes how to set up a FreeFlow Prepress Suite scan template on the DC 440/432/ 425/420, DC 340/332, or DC 230/220 devices using CentreWare Internet Services.

NOTE: You may be required to enter the Document Centre's Admin user name and password during this procedure.

1. From the Document Centre user interface, verify TCP/IP is enabled and configured.

2. Record the TCP/IP address here: ___.___.___.___

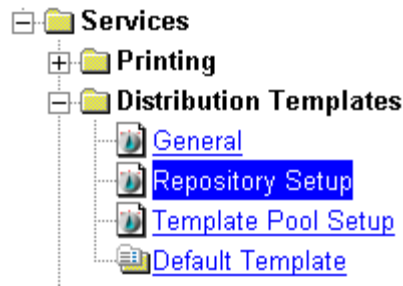3. Verify HTTP is enabled on the Document Centre.

4. Using the Web browser on your workstation, enter the TCP/IP address of the Document Centre (recorded in step 2 of this procedure), to access the CentreWare Internet Services home page.

5. On the **Services** tab, select **Stored Templates**. Select **[+] New** to create a new scan template.

6. Enter the following information:

Name: Your user name or the name you wish to call the template (example: digiuser) – *required field*

Description: A description of the template – *optional field*

Owner: Your name (example: FreeFlow Prepress Suite Admin) – *optional field*

7. Select [**File**] and then [**Apply**]. The template appears under **Device Templates** on the left side of the screen.

8. Select [**+**] next to the new template you created in the previous steps and then select **File** below it.

9. Set the **Filing Destination** options as follows:

Protocols: TCP/IP

Repository Type: Private

Server Name: The IP address of the FreeFlow Prepress Suite workstation.

Login Name: The username the Document Centre uses to logon to the FreeFlow Prepress Suite workstation (Example: digiuser)

Path to Document: (Example: /digidir1)

Filing Policy: New Auto Generate

Document Name: Enter a name you wish to call the scanned document (default is either DOC or NETSCAN).

Output Image Format: TIFF (single-page)

10. Select [**Apply New Settings**].

DC 490/480/470/460 or DC 265/255/240 FreeFlow Prepress Suite Scan Template Setup

This procedure describes how to set up a FreeFlow Prepress Suite scan template on the DC 490/480/ 470/460 or DC 265/255/240 devices using CentreWare Internet Services.

Note: You may be required to enter the Document Centre's Admin user name and password during this procedure.

1. Use the Document Centre user interface to verify TCP/IP is enabled and configured.

2. Record the TCP/IP address here: ___.___.___.___

3. Verify HTTP is enabled on the Document Centre.

4. Use Microsoft Internet Explorer or Netscape Navigator on the workstation to enter the TCP/IP address of the Document Centre (recorded in step 2 of this procedure), and access the CentreWare Internet Services home page.

5. Select the **Properties** tab.

6. Select [**Services**: **Distribution Templates**: **Repository Setup**] on the left side of the **Properties** tab.

```
⊟ 📁 Services
   ⊞ 📁 Printing
   ⊟ 📁 Distribution Templates
            📄 General
            📄 Repository Setup
            📄 Template Pool Setup
            📄 Default Template
```

7. On the right side of the **Properties** tab under **Repository Setup**, enter/select the following:

   Note: If the Default File Destination is already configured, add an Alternate Repository and continue with this step. Alternate repositories are available if you have ESS 19.2.xxx and later.

Repository List:	Document Repository 0
Protocols:	TCP/IP
File Server IP Address:	The IP address of the FreeFlow Prepress Suite workstation.
Directory Path:	(Example: /FreeFlow Prepress Suite)
Login Name:	The username the Document Centre uses to logon to the FreeFlow Prepress Suite workstation (Example: digiuser)
Password:	Your password (example: xx)
Retype Password:	Exact duplicate of password above. (example: xx)

8. Select [**Apply New Settings**]. An **Enter Network Password** box may appear. If so, enter the Document Centre's Admin user name and password. Select [**OK**].

9. Select the **Services** tab.

10. Select **Distribution Templates**.

11. Select **[+] New** to create a new scan template.

12. Enter or select the following information:

Name:	Your user name or the name you wish to call the template (example: digiuser) – *required field*
Description:	A description of the template – *optional field*
Owner:	Your name (example: FreeFlow Prepress Suite Admin) – *optional field*
Confirmation Sheet	Check to generate a report that contains the status of scanned images – *enable recommended*
Suppress Job Log	The job log is created when the template is used for scanning and contains information about the scan job. Checked = Enabled / Unchecked = Disabled.

13. Select [**Apply**]. Your new template appears under the Distribution Templates on the left side of the **Services** tab. Select your new template.

14. Using the scroll bar on the right side of the screen, scroll down to the **Distribution** box. For **New Destination**, select the **Public Internet Folder** and select [**Add**].

15. Select the **Filing Destination** options as follows (Select the repository created in Step 7):

Select from Repository Servers:	The repository you created in step 7 of this procedure (Document Repository or Alternate Repository).

Path to Document:	(Example: /FreeFlow Prepress Suite1)
Filing Policy:	New Auto Generate
Document Name:	Enter a name you wish to call the scanned document. (Default is DOC)
Output Image Format:	TIFF (single page)

16. Select [**Apply New Settings**].

Scan using the FreeFlow Prepress Suite Template on a MFD

1. Place the image on the Xerox multifunction device's glass or in the document handler.

2. Select **Features** (or **All Services** on some devices) and **Network Scanning** on the user interface.

3. On the **Basic Scanning** tab (or **Network Scanning** tab on some devices), select the FreeFlow Prepress Suite template you created (example: @digiuser).

4. Select [**Start**]. Verify the scan job was successful by checking the **Scan Confirmation Report** (if enabled). When a file of the scanned image is ready, it appears in the FreeFlow Prepress Suite scan repository.

B. Enabling Scanning using CentreWare Network Scanning Services

The procedure described in this section is recommended if you use CentreWare Scanning Services.

A scanned image is placed in a specified directory on the CentreWare scan server. The FreeFlow Prepress Suite Network Agent monitors and retrieves the scans from this directory on the CentreWare scan server. This setup requires that you create a user account and user directory on the CentreWare scan server.

The following items are required for this procedure:

- CentreWare Network Scanning Software and associated utilities installed.

- FreeFlow Prepress Suite software and associated software/utilities installed.

- The MFD configured for scanning to a CentreWare scan server.

- User account and user directory set up on the CentreWare scan server.

- IP of the CentreWare scan server – for example: 13.111.111.11. Record the IP address here: ___.___.___.___

CentreWare Network Scanning Services Template Setup

You cannot use the following procedure if your MFD is not configured for scanning using CentreWare Network Scanning Services. Use the *CentreWare Network Scanning Services Admin Guide* to set up the scan server before performing this procedure.

This procedure sets up a FreeFlow Prepress Suite user on the scan server and creates a FreeFlow Prepress Suite scan template.

1. Create a Windows user on the CentreWare scan server (example: digiuser).

2. Open the CentreWare Xerox Network Scanners utility ([**Start, Programs, Xerox CentreWare, Xerox Network Scanners**]).

3. In the XNS window, highlight the scanner you wish to use and select [**Scanner, Manage Users**].

4. Select [**Modify Template List**].

5. Expand the list of users; highlight the user you created in step 1, and select [**Add**].

6. Select [**OK**], and then [**OK**] again.

CentreWare Manage Users creates a folder on the scan server for the user you created in step 1 (example: \cw_scan\data\users\digiuser). It also creates a scan template (example: digiuser.xst) that points to the user's folder. When you scan a job using the FreeFlow Prepress Suite user's template, the scanned images are created in the FreeFlow Prepress Suite user's folder on the scan server.

7. Select [**Scanner, Open Templates**]. Double-click the digiuser scan template, select the **Scan Settings** tab and select [**Advanced**]. Select the **Document Options** tab, change the **File Format** to **TIFF** (single page). Select [**OK**] twice to save changes to the scan template.

FreeFlow Prepress Suite Setup

After you configure a FreeFlow Prepress Suite scan template using CentreWare Network Scanning Services, configure the FreeFlow Prepress Suite Network Agent to monitor the digiuser directory on the CentreWare scan server.

Scanning Using a Template

1. Place the original on the MFD glass or in the document handler.

2. Select **Features** (or **All Services** on some devices) and **Network Scanning** on the user interface.

3. Update the scan template list.

4. On the **Basic Scanning** tab (or **Network Scanning** tab on some devices), select the FreeFlow Prepress Suite template you created (example: digiuser).

5. Select [**Start**] to perform a scan. Verify the scan job was successful by checking the **Scan Confirmation Report** (if enabled). When a file of the scanned image is ready, it appears in the digiuser directory on the CentreWare scan server.

6. The FreeFlow Prepress Suite Network Agent should then detect the scanned images at the CentreWare scan server and retrieve it.

Additional Information

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com.

You can reach Xerox Customer Support at 1-800-821-2797 (USA),
TTY 1-800-855-2880 or at http://www.xerox.com.

Other Tips about Xerox multifunction devices are available at the following URL:
http://www.office.xerox.com/support/dctips/dctips.html.

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