



GA-1310

## Utilities



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## INTRODUCTION





The GA-1310 media pack includes a set of software utilities that allow you to manage the GA-1310, as well as the print workflow and content of the jobs on the GA-1310.

This document provides an overview of how to install, configure, and use the following GA-1310 utilities:

- Command WorkStation, Windows Edition
- Impose
- Command WorkStation, Macintosh Edition
- Remote Scan
- Fiery Bridge
- Hot Folders
- WebTools

## Terminology and conventions

This document uses the following terminology and conventions.

Term or convention	Refers to
Aero	GA-1310 (in illustrations and examples)
Copier	The copier attached to the GA-1310
GA-1310	GA-1310
Mac OS	Apple Mac OS X
Titles in <i>italics</i>	Other documents in this set
Windows	Microsoft Windows 2000, Windows XP, Windows Server 2003, Windows Vista
	Topics for which additional information is available by starting Help in the software
	Tips and information
	Important information
	Important information about issues that can result in physical harm to you or others

## About this document

This document covers the following topics:

- **Command WorkStation, Windows Edition:** Monitoring and managing the print workflow of jobs on the GA-1310.
- **Impose:** Applying imposition layouts to jobs for custom printing, binding, and cutting purposes (Windows only).
- **Command WorkStation, Macintosh Edition:** Monitoring and managing the print workflow of jobs on the GA-1310.
- **Remote Scan:** Initiating and retrieving a scan on the copier from a remote computer on the network. Includes the Scan TWAIN plug-in module.
- **Fiery Bridge:** Accessing scanned documents in your GA-1310 mailbox directly from a client Windows XP/Vista computer.
- **Hot Folders:** Storing and reusing frequently used print options when printing PostScript and PDF files on the GA-1310. Available as an option.
- **WebTools:** Managing your GA-1310 remotely from the Internet or your company's intranet.



For information about installing, configuring, and using ColorWise Pro Tools, see [Color Printing](#).



## About Help

Detailed instructions on using most GA-1310 utilities are provided in Help. Wherever appropriate, this document refers you to Help for additional information and explains how to access Help for each utility.

## Preparing for installation on Windows computers

Before installing GA-1310 software on a Windows computer, complete the following:

- To use GA-1310 user software on a Windows computer, the Sun Java file, Java Runtime Environment (JRE), provided in the Common Utilities folder on the User Software DVD, must be installed on your computer. If the correct Sun Java file is not installed, the Fiery User Software Installer installs it automatically before installing the GA-1310 software.

**NOTE:** The recommended version of JRE is provided on the User Software DVD.

- To install the GA-1310 software, you must have Service Pack 4 installed on a Windows 2000 computer, and Service Pack 2 installed on a Windows XP computer. If you do not, a warning message alerts you to install the Service Pack.



Different versions of Sun Java JRE can be installed on your computer. The GA-1310 software automatically finds the correct version, so you do not need to uninstall other versions of Sun Java JRE required for third-party applications.

## Installing user software

You can install GA-1310 user software in the following ways:

- From the User Software DVD
- From the GA-1310, using the Internet or intranet

If you previously installed any GA-1310 user software on your computer, the installer allows you to uninstall those applications.

### Installing user software on a Windows computer

All installation of user software on a Windows computer is done through the Fiery User Software Installer. The following procedures describe installing from the DVD or over the Internet, and also modifying the user software.

The only applications that are not installed by the Fiery User Software Installer are Adobe Acrobat and Enfocus PitStop, for use with Impose. For more information, see [“Installing Adobe Acrobat and Enfocus PitStop”](#) on page 31.

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#### TO INSTALL USER SOFTWARE ON A WINDOWS COMPUTER FROM THE USER SOFTWARE DVD

##### 1 Insert the User Software DVD into the DVD drive of your computer.

The installer Welcome screen appears.



##### 2 Follow the on-screen instructions.



Do not attempt to install user software by opening the individual folders for the applications. Always use the Fiery User Software Installer.

To modify or remove any user software after you install it on your computer, use the User Software DVD and the following procedure.

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**TO MODIFY USER SOFTWARE USING THE USER SOFTWARE DVD INSTALLER**

- 1 **Insert the User Software DVD into the DVD drive of your computer.**
- 2 **On the window that appears, select Modify, Repair, or Remove.**
- 3 **Follow the on-screen instructions.**

If your computer does not have a DVD drive, you can install the GA-1310 user software over the Internet from WebTools. Ask your network administrator for the IP address of the GA-1310.

Use your Internet browser to access WebTools. For complete information about browser and system requirements, see [Welcome](#).

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**TO INSTALL USER SOFTWARE ON A WINDOWS COMPUTER OVER THE INTERNET**

- 1 **Start your Internet browser.**
- 2 **Type the IP address or DNS name of the GA-1310.**  
The GA-1310 home page appears.
- 3 **Click the Downloads tab.**
- 4 **Click the link for the software that you want to install.**
- 5 **Choose Run to open the file or Save to save it to your computer.**  
**If you choose Run, proceed to [step 8](#).**  
**If you choose Save, proceed to [step 6](#).**
- 6 **Browse to the location where you want to save the USERSWMI.exe file, and then click Save.**  
The file is downloaded from the GA-1310.
- 7 **Double-click the USERSWMI.exe file.**
- 8 **Type the GA-1310 URL, [http://<IP address>](#), when prompted.**
- 9 **Follow the on-screen instructions.**



For complete instructions on how to use Downloads, see Downloads Help.

For more information about WebTools and Downloads, see [“Using WebTools”](#) on page 65.



Do not attempt to install user software by opening the individual folders for the applications. Always use the Fiery User Software Installer.

## Installing user software on a Mac OS computer

Installation of user software on a Mac OS computer is done separately for each application.

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### TO INSTALL USER SOFTWARE ON A MAC OS COMPUTER FROM THE USER SOFTWARE DVD

- 1 **Insert the User Software DVD into the DVD drive of your computer.**
- 2 **Browse to the OSX folder.**
- 3 **Double-click the installer icon for the application that you want to install.**
- 4 **Follow the on-screen instructions.**

You can also install the GA-1310 user software from the Internet. Consult your network administrator for the IP address of the GA-1310.

Use your Internet browser to access WebTools. For complete information about browser and system requirements, see [Welcome](#).

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### TO INSTALL USER SOFTWARE ON A MAC OS COMPUTER OVER THE INTERNET

- 1 **Start your Internet browser.**
- 2 **Type the IP address or DNS name of the GA-1310.**
- 3 **Click the Downloads tab.**
- 4 **Click the link for Mac OSX Client Software Installer.**

The GA-1310 home page appears.

The osxutils.dmg file is downloaded to your computer and a virtual disk appears on your desktop.

- 5 **Follow the on-screen instructions.**

For complete instructions on using Downloads, see WebTools Downloads Help.

For more information about WebTools and Downloads, see [“Using WebTools”](#) on page 65.



## COMMAND WORKSTATION, WINDOWS EDITION

Command WorkStation, Windows Edition allows GA-1310 operators (or users with Operator or Administrator privileges) to monitor and manage the print workflow of jobs on the GA-1310. Command WorkStation, Windows Edition allows you to do the following:

- View the print status of jobs on the GA-1310
- Hold, process, and print jobs
- Override user-assigned print option settings
- Preview the page content of a job
- Reorder pages in a job and combine pages from different jobs
- Create and use FreeForm master files for variable data printing
- Archive job files
- View job logs of recent print activity
- Define virtual printers
- Manage Fonts
- Access Impose

## Installing Command WorkStation, Windows Edition

Install Command WorkStation, Windows Edition on a Microsoft Windows computer that has a network connection to the GA-1310. For a complete list of system requirements, see [Welcome](#).

The installer for Command WorkStation, Windows Edition is provided on the User Software DVD. In addition to the Command WorkStation software, the installer installs the Java files required to use Fiery Setup from Command WorkStation. For information about using Fiery Setup, see [Configuration and Setup](#).

**NOTE:** ColorWise Pro Tools is installed automatically when you install Command WorkStation. For information about using ColorWise Pro Tools, see [Color Printing](#).



Before you install the utility, read the guidelines described in “[Preparing for installation on Windows computers](#)” on page 10.

To install Command WorkStation, see “[Installing user software on a Windows computer](#)” on page 11.

## Configuring the connection to the GA-1310

The first time you start Command WorkStation, you are prompted to configure the connection to the GA-1310.

You can also edit the configuration whenever there is any change to your GA-1310 or network, such as a changed server name or IP address. If you change GA-1310 Setup information, do so before you reconfigure the connection. For information about reconfiguring the connection, see [“To modify the configuration for Command WorkStation, Windows Edition”](#) on page 18.

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### BEFORE YOU BEGIN

- **Print the GA-1310 Configuration page.**

For instructions on printing the Configuration page, see [Configuration and Setup](#).

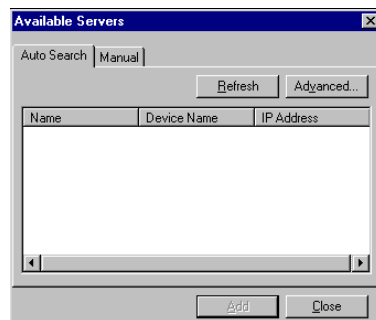
This page contains information you need when configuring the connection, such as the IP address of the GA-1310. For TCP/IP installations, you can use the DNS name instead of the IP address. Make sure that the GA-1310 is registered in a Domain Name Server (DNS) on your network. For more information, contact your network administrator.

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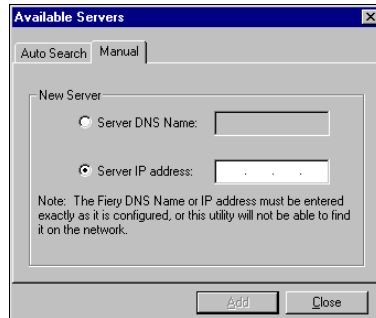
### TO CONFIGURE THE CONNECTION FOR COMMAND WORKSTATION, WINDOWS EDITION

- 1 **Choose Start > Programs > Fiery > Command WorkStation to start the utility.**

The Available Servers dialog box appears and displays all servers found in the local subnet.



- 2 If no GA-1310s are found, click the Manual tab to search by DNS name or IP address. Type the DNS name or IP address and click Add to add the server to the Available Servers list.**

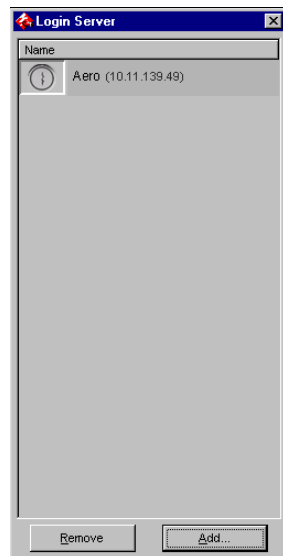


**If no GA-1310s are found by Manual search, click the Auto Search tab, and then click Advanced to search by a range of IP addresses or by the IP address and subnet mask.**

All available servers appear in the Available Servers list.

- 3 Select the GA-1310 that you want to use and click Add.**

The selected GA-1310 is added to the Login Server window.



- 4 Click the button to the left of the server name.

The Login dialog box appears.



- 5 Click the key to the left of Administrator, Operator, or Guest and type the appropriate password, if required.
- 6 Click Log In.

For information about setting passwords and the default Administrator password for the GA-1310, see [Configuration and Setup](#).

Command WorkStation is now connected to the GA-1310.

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#### TO MODIFY THE CONFIGURATION FOR COMMAND WORKSTATION, WINDOWS EDITION

- 1 Start Command WorkStation.

The Login Server window appears.

- 2 Select the GA-1310 for which you want to modify the configuration and click Remove.
- 3 Repeat ["To configure the connection for Command WorkStation, Windows Edition"](#) on page 16.

## Using Command WorkStation, Windows Edition

After you install and configure Command WorkStation, you can begin using it to monitor and manage jobs on the GA-1310.



For complete instructions on using the standard Command WorkStation features, see Command WorkStation Help. Additional features are described in the sections starting on page 20.

### To ACCESS COMMAND WORKSTATION HELP

#### 1 Start Command WorkStation.

Select the GA-1310 from the Server List dialog box and log on to the server.

For information about setting passwords and the default Administrator password for the GA-1310, see *Configuration and Setup*.

The screenshot shows the Command WorkStation 4 interface. The 'Active Jobs' table is as follows:

Job Status	Job Title	Date/Time	Copies	Size	Server	Pages
Held	entire-jh.pdf	9/16/2008 11:07:02 AM	1	885,107 KB	303-07-mailroom	44
Held	A4POD15J_A.indd	9/16/2008 11:07:07 AM	1	112,136 KB	303-07-mailroom	14
Held	Microsoft PowerPoint - Kenya_Isn.ppt [Compatiblit...	9/16/2008 11:14:30 AM	1	1,025,601 KB	303-07-mailroom	40
Held	Microsoft Word - BC_Cluster40_4J.doc	9/16/2008 11:14:41 AM	1	230,586 KB	303-07-mailroom	40

The 'Printed Jobs' table is as follows:

Job Title	User	Date/Time	Copies	Size	Server
Dockickoff_revG4.pdf	Operator	9/17/2008 12:54:21 PM	1	896 KB	303-07-mailroom
outbind://22-00000008EEDAAB7BEE879438FE1...	Administrator	9/17/2008 12:50:24 PM	1	239 KB	303-07-mailroom
Dockickoff_revG4.pdf	Administrator	9/17/2008 12:42:34 PM	1	895 KB	303-07-mailroom
outbind://96-00000003EC943EAGFE71B41A925...	Administrator	9/17/2008 11:00:51 AM	1	462 KB	303-07-mailroom
http://info-new.efi.com/depts/ist/_bindocs/teco...	Administrator	9/17/2008 10:34:54 AM	1	385 KB	303-07-mailroom
Microsoft Word - Document9	Operator	9/16/2008 4:56:57 PM	1	183 KB	303-07-mailroom
CWS Testing.xls	Operator	9/16/2008 3:29:18 PM	1	1,715 KB	303-07-mailroom
abcd.txt	Operator	9/16/2008 3:26:09 PM	1	121 KB	303-07-mailroom
Configuration	Administrator	9/16/2008 2:48:49 PM	1	219 KB	303-07-mailroom
Test Page	Administrator	9/16/2008 2:47:11 PM	1	216 KB	303-07-mailroom

The General Info section on the right shows:

- Hard Drive: Total: 136 GB, Available: 128 GB
- Memory: Total: 488 MB, Available: 487 MB
- Server Name: 303-07-mail...
- System: 1.0
- Installed Options:
- Support #:

#### 2 Choose Help from the Help menu.

## Additional features

The following sections describe how to use additional features of Command WorkStation that are not discussed in Command WorkStation Help.

### User Authentication

If user authentication is enabled in GA-1310 Setup, users may need to type a user name and password in the printer driver to send a job to the GA-1310. Management of the job in Command WorkStation is determined by how you log on to the GA-1310 (as Administrator, Operator, or Guest).

For information about setting up Users and Groups and enabling user authentication in the Configure WebTool, see [Configuration and Setup](#). For information about User Authentication in the printer driver, see [Print Options](#).



For information about entering User Authentication login information, see Driver Help.

### Align Trays

The Align Trays feature allows you to adjust the placement of text and images on the page so that they are correctly aligned on a sheet of paper. This ensures that both sides of a duplex sheet have exactly the same alignment.

You can also perform tray alignment from the GA-1310 copier touch panel by choosing Tray Alignment from the Functions menu.



To perform tray alignment, you must do the following:

- Log on to the GA-1310 with Administrator privileges and enable tray alignment in GA-1310 Setup.
- Enable Tray Alignment in the Media area of the printer driver.
- Select the correct paper tray before printing.



**NOTE:** For Tray Alignment to work when printing a job, select the tray that you have aligned in the Media area before printing. If you later print a job using the auto tray selection, the alignment does not work.

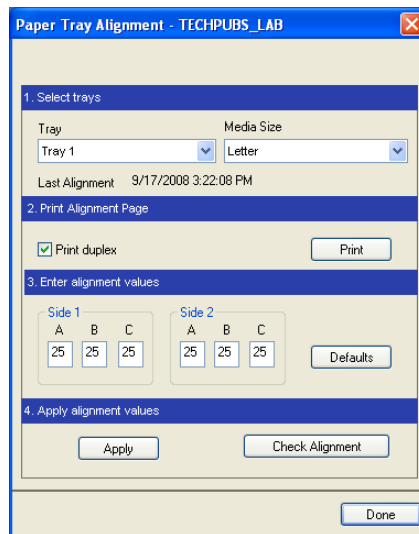
**To ALIGN PAGES FOR PRINTING**

- 1 In the Active Jobs window, select the connected GA-1310 for which you want to perform tray alignment.**

If the Active Jobs window is hidden, choose Active Jobs from the Window menu to display it.

- 2 Choose Align Trays from the Server menu.**

A dialog box containing the Tray Alignment options appears.



- 3 Choose the tray that you want to align from the Tray menu.**
- 4 Choose the paper size loaded in the tray from the Media menu.**

**NOTE:** The alignment is specific to the combination of tray and paper size specified. If you align a given tray with Letter paper, and then load Legal paper in that tray, the alignment is wrong. You must perform a new alignment for each combination of tray and paper size.

- 5 In the Print Alignment Page area, select the Print Duplex option to print a duplex page, or clear the option to print a simplex page.**
- 6 Click Print.**
- 7 After the Alignment Page is printed, follow the instructions on the page.**

Fold the page exactly in half horizontally, unfold it, and then fold it in half vertically. When you unfold the sheet, observe that the fold lines cross three scales on three sides of the page. Determine which number on the scale each fold line crosses.

- 8 In the Enter alignment values area, enter the value that appears where the fold crosses each of the three scales, marked A, B, and C, for Side 1. If you choose to align for duplex printing, enter the values for the three scales on Side 2 of the page, as well.**

**NOTE:** If you enter different values in A and C, the image rotates, leading to uneven areas on printed output. If this occurs, enter the same value in A and C.

- 9 After you enter the alignment values, click Apply, and then click Check Alignment to print the new alignment page.**
- 10 To remove the alignments, select a tray and click Defaults in the Enter alignment values area.**
- 11 Click Done.**

## Mixed Media

The Mixed Media feature allows you to define the chapter divisions of a job, print ranges of pages on varying types of media, insert blank media between pages, and insert tab media containing text labels.



The following guidelines and restrictions apply to Mixed Media settings:

- The Mixed Media dialog box restricts you from specifying settings that conflict with any media, page size, or finishing settings that have been specified for the job in the Job Properties dialog box or printer driver.
- When two or more Mixed Media settings are in conflict with each other, the Mixed Media dialog box highlights the setting names in red, signaling you to resolve the conflict.
- When you specify print options (in the Job Properties dialog box or printer driver) after specifying Mixed Media settings, certain print options may conflict with the page-specific Mixed Media settings. You must resolve the conflict by choosing different print options or removing certain Mixed Media specifications.
- If counters are configured for the copier, blank media inserted between pages count as printed pages.

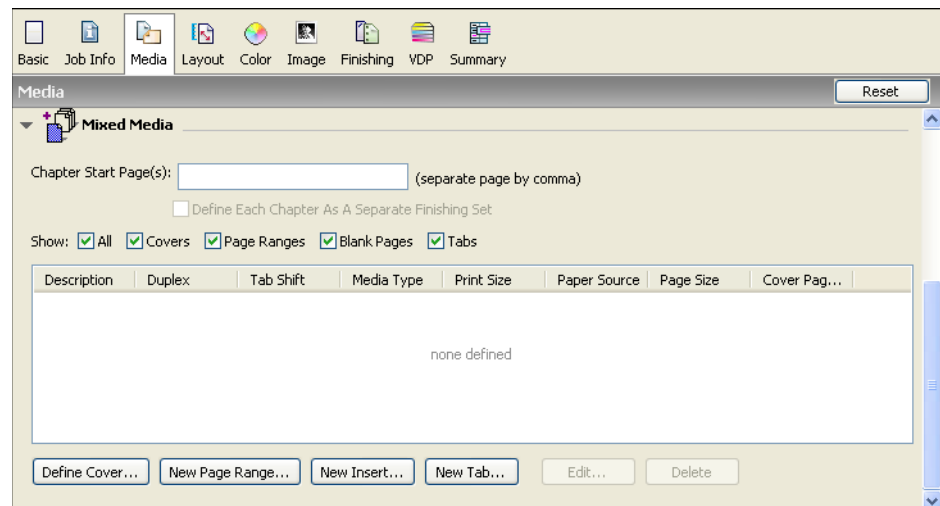


Basic instructions for accessing and using Mixed Media are provided in Command WorkStation Help. Features specific to the GA-1310 are described in the following procedures.

**TO DEFINE MIXED MEDIA SPECIFICATIONS**

- 1 Select a spooled/held job in the Active Jobs window and choose Properties from the Actions menu, or right-click a spooled/held job in the Active Jobs window and choose Properties, or double-click a job.
- 2 Click the Media icon and scroll down to Mixed Media.

The Mixed Media dialog box lists any previously defined media settings and includes buttons for defining, modifying, and removing settings.



- 3 For Chapter Start Page(s), type the page numbers on which you want to start new chapter sections.

Type page numbers as comma-separated values (for example: 4,9,17) to designate the start of each new chapter. This feature forces each starting page to use a right-side page, adding a preceding left-sided blank, if required.

**NOTE:** It is not necessary to type the first page, and page numbers refer to the numbering of the original document. If you use the Chapter Start Page(s) feature, all media specified in the Paper menu per chapter must share the same dimensions (for example, all Letter, all Tabloid, or all A4).

- 4 To apply finishing options (for example, stapling or sorting) to each chapter created using the Chapter Start feature, select the “Define Each Chapter As A Separate Finishing Set” option.

**NOTE:** Not all finishing options can be applied to chapters that contain mixed sizes of media (for example, Letter and A4).

- 5 To define properties for front and back covers, click Define Cover.

For more information, see [“To define cover media settings”](#) on page 24.

**6 To define properties for individual pages or page ranges, click New Page Range.**

For more information, see “[To define media for specific pages](#)” on page 25.

**7 To insert blank pages, click New Insert.**

For more information, see “[To insert blank pages](#)” on page 26.

**8 To insert tab media, click New Tab.**

The Insert Tab dialog box appears. For information about defining tab settings, see [page 26](#).

**NOTE:** The Insert Tab feature is not available for imposed jobs.

**9 To modify or delete a current definition, select it in the Mixed Media Definition list, and click Edit or Delete.**

If you click Edit, enter new settings for the definition and click Modify.

**10 After you finish defining Mixed Media settings, click OK to close the Mixed Media dialog box and Job Properties.**

The Mixed Media settings are applied to the job.

**NOTE:** You can save up to 100 different settings for the Selection list in the Mixed Media dialog box.

---

**TO DEFINE COVER MEDIA SETTINGS****1 In the Mixed Media dialog box, click Define Cover.**

The Cover Media dialog box appears.

**Cover Media**

Apply the same settings for both front and back cover

Front Cover

Duplex: Document Setting      Cover Page Mode: Print on Front Only

Tab Shift: None      Media Type: Document Setting

Paper Source: Document Setting      Page Size: Document Setting

Custom...

Back Cover

Duplex: Document Setting      Cover Page Mode: Print on Front Only

Tab Shift: None      Media Type: Document Setting

Paper Source: Document Setting      Page Size: Document Setting

Custom...

OK      Cancel

- 2 To define identical front cover and back cover media, select the “Apply the same settings for both front and back cover” option. To define media settings for the front or back cover individually, select the Front Cover or Back Cover option.
- 3 Choose other settings, as required, from the pull-down menus.
- 4 Click OK to return to the Mixed Media dialog box.

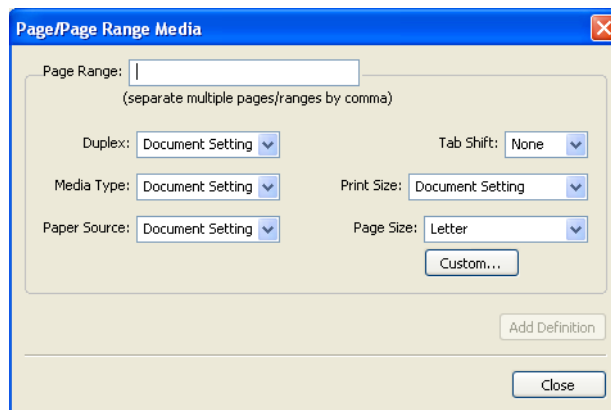


Cover Media settings override settings defined in the Page/Page Range Media dialog box.

#### TO DEFINE MEDIA FOR SPECIFIC PAGES

- 1 In the Mixed Media dialog box, click New Page Range.

The Page/Page Range Media dialog box appears.



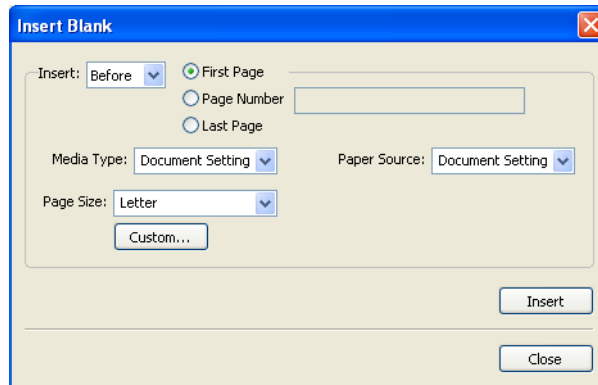
- 2 Type pages and page ranges as comma-separated values (for example: 3,9–14,18).
  - 3 Choose other settings, as required, from the pull-down menus.
- If you assign a new media type to the back side of a duplexed sheet, a blank page is inserted to force the assigned page content to the front side of the next sheet.
- 4 Click Add Definition after each media setting that you define.
  - 5 Click Close to return to the Mixed Media dialog box.

---

**To INSERT BLANK PAGES**

- 1 Click **New Insert** in the **Mixed Media** dialog box.

The Insert Blank dialog box appears.



- 2 Indicate whether to insert the blank before or after the target page. Define the target page as the first or last page in the document, or as a specific numbered page.
- 3 Choose other settings, as required, from the pull-down menus.
- 4 Click **Insert** after each blank page that you define.
- 5 Click **Close** to return to the **Mixed Media** dialog box.

## Insert Tabs

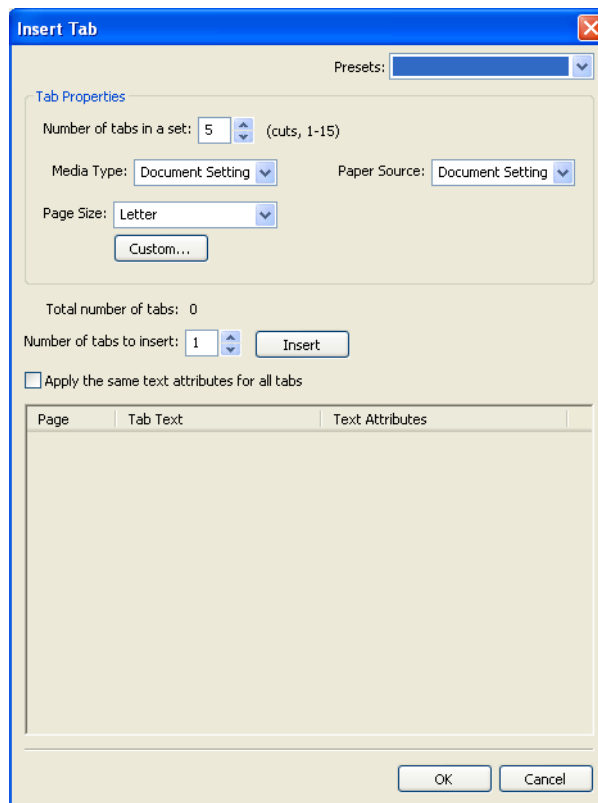
The Insert Tabs feature allows you to automatically insert tab pages throughout a job. This feature accommodates various sizes and types of tab media stock. You can insert the tab text and override text attributes on a per-job basis.

**NOTE:** When you configure counters for the copier, printed tab pages count as black-and-white pages, provided colors are calibrated to use pure black toner. Expelled tabs are not counted as printed pages.

**To INSERT TAB PAGES**

- 1 Select or right-click a spooled/held job in the Active Jobs window and choose Properties from the Actions menu, or double-click a job.
- 2 Click the Media icon and scroll down to Mixed Media.
- 3 Click New Tab in the Mixed Media dialog box.

The Insert Tab dialog box appears.



- 4 Type the number of tab positions included in a complete tab set in the “Number of tabs in a set” field.

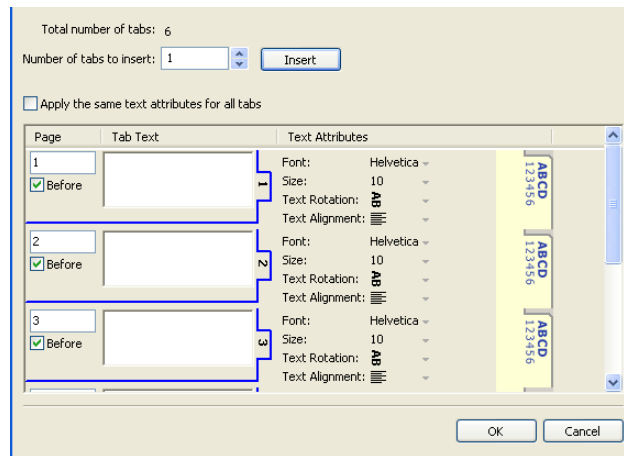
This specification ensures that tab text is printed in the correct tab positions. For example, tab positions in a set consisting of ten tabs are distinct from tab positions in a set consisting of five tabs.

- 5 Specify other settings, as required, for the tab stock.

Paper Size values refer to the dimensions of the stock, including the tabbed portion.

- 6 To specify attributes for the tab text, type the number of tabs in the “Number of tabs to insert” field, and then click Insert.**

Use the following procedure to define the tab text.



#### TO SPECIFY TAB TEXT

- 1 In the Tabs Text dialog box, select the “Apply the same text attributes for all tabs” option if you want all the tabs to use the same text attributes.**
- 2 Click Insert.**
- 3 Click Text Attributes.**

Specify the rotation, alignment, font, and size attributes of the tab text, and then click OK.

- 4 Indicate where you want each tab inserted in the document.**

- In the Page field, type the page number where you want the tab inserted.
- Select Before to insert the tab before the page number, or clear this check box.

**NOTE:** If you define a tab to be inserted between an odd-numbered page and an even-numbered page in a duplex job, the tab is inserted after the odd-numbered page on the first sheet, and the even-numbered page is printed on the next sheet.

- 5 Type the desired tab text for each tab in the Tab Text field.**

To define text attributes for each tab individually, click Text Attributes for that tab.

- 6 After you type the tab text, click OK to close the Tabs Text dialog box.**

The Mixed Media dialog box displays the current tab settings in the Mixed Media Definition list.

- 7 To modify media settings for the tabs, select the tab description in the Mixed Media Definition list, and then click Edit.**
- 8 To apply your Insert Tab settings to the document, click OK to close the Mixed Media dialog box and Job Properties.**

## Troubleshooting



When troubleshooting basic connection and software problems with Command WorkStation, see the following sections. For additional troubleshooting information, see Command WorkStation Help.

### Command WorkStation cannot connect to the GA-1310

If you cannot connect to the GA-1310 or locate the GA-1310 from your computer, contact the network administrator. The administrator may need to troubleshoot your network connections and check settings on the servers that you print to. If settings have changed, it may be necessary to reconfigure the GA-1310 (see *Configuration and Setup*).

If you can connect to the GA-1310 with another utility, you may need to reconfigure the Command WorkStation connection to the GA-1310 (see [page 16](#)).

If you configured the GA-1310 and set up client computers and network servers according to the instructions in *Configuration and Setup*, print a Test Page. If you can print the Test Page but still cannot print a document from a remote computer, contact your network administrator to troubleshoot the network connection.

If you cannot connect and cannot print a Test Page, check the copier touch panel for error information.

### Command WorkStation does not respond

If Command WorkStation is unresponsive, use the following troubleshooting guidelines.

---

#### IF THE COMMAND WORKSTATION WINDOWS DO NOT UPDATE

- 1 Log off and then quit Command WorkStation.
- 2 Restart Command WorkStation or restart the computer.

If the Command WorkStation windows do not update or no jobs are displayed, and the mouse has no effect (you cannot select a job or a window, use a right mouse command, or select a menu item), the GA-1310 is offline or network communication has failed.

---

#### TO FORCE AN EXIT FROM COMMAND WORKSTATION

- 1 Press Ctrl-Alt-Delete and use the Task Manager to close Command WorkStation.
- 2 At the GA-1310, disconnect and reconnect the network cable, and then try printing a Test Page or Configuration page.
- 3 If printing fails, restart the GA-1310.

## IMPOSE

Impose is a utility (available as an option) that you access from Command WorkStation, Windows Edition. Impose allows you to do the following:

- Apply imposition layouts to jobs for custom printing, binding, and cutting
- Apply impositions to variable data jobs
- Save the imposed jobs as PDF files

### Installing and enabling Impose

The following sections describe how to install and enable Impose.

#### Installing Impose

The Impose software is automatically installed when you install Command WorkStation, Windows Edition from the User Software DVD.



Do not attempt to install Impose manually from the User Software DVD (by starting the setup.exe from the Impose folder). It is automatically installed when you install Command WorkStation. Installing Impose separately from Command WorkStation can cause unpredictable results.

To enable Impose on a client computer, you must:

- Install Adobe Acrobat and Enfocus PitStop Professional.

**NOTE:** The Adobe Acrobat/Enfocus PitStop DVD is provided in the Impose Media Pack.

- Install the Impose software protection key (dongle) into the correct port of the client computer.



If you see a dongle installed on the computer, Impose has already been enabled and is ready for use. If the dongle is not installed, see the documentation that is provided in the Impose kit. Without a dongle installed, you can use Impose in Demo mode. Demo mode allows you to impose documents and save them, but all printed output displays a “Demo” watermark.

**NOTE:** The protection key (dongle) may be either a parallel port type or a USB type dongle. For more information, see the documentation that is provided in the Impose kit.

## Installing Adobe Acrobat and Enfocus PitStop

To use Impose, you must install the Acrobat and the PitStop Professional plug-in for Acrobat for use with Impose from the installer DVD provided in your Impose kit. Impose is installed when you install Command WorkStation, and is accessed from Command WorkStation.

**NOTE:** If you install Acrobat after Command WorkStation, you may need to restart Command WorkStation in order to use Impose.

Instructions are provided in your Impose kit for installing Acrobat and PitStop Professional. We recommend that you follow those instructions.



We recommend that you install the version of Acrobat provided in your Impose kit and remove any other versions of Acrobat installed on your computer.

---

### TO INSTALL THE PDF SUPPORT APPLICATIONS

#### 1 Uninstall all versions of Acrobat that are currently installed on the computer.

- Close all open applications.
- Follow the Windows instructions for removing programs.

Make sure to delete not only the main folder for the application but also the associated Acrobat folder located, by default, in C:\Program Files\Common Files\Adobe. (The exact drive letter may vary, depending on the computer.)

#### 2 Restart the computer after you finish uninstalling earlier versions of Acrobat.

#### 3 Close all software applications that are currently running on the computer.

#### 4 Insert the Adobe Acrobat/Enfocus PitStop DVD into the DVD drive.

#### 5 If the installer does not start automatically, browse to the location of the DVD drive and double-click the PDF\_Applications icon.

#### 6 At the message reminding you to close all applications, click Yes.

#### 7 At the next installation screen, make sure "Adobe Acrobat" and "PitStop" are both selected, and then click Next.

Wait while the installer copies software files to the computer and displays progress bars.

#### 8 At the message indicating a successful installation, click Finish.

You can now start Acrobat and configure the recommended program settings, as described in the following procedure.

---

**To CONFIGURE ADOBE SETTINGS**

**NOTE:** We recommend that you configure the following settings when starting Acrobat for the first time. These are the recommended Acrobat settings for use with Impose.

**1 Double-click the Acrobat program icon to start the application.**

By default, the Acrobat program icon is located in C:\Program Files\Adobe\Acrobat 8.0. (The exact drive letter may vary, depending on the computer.)

**2 At the License Agreement window, choose a language for displaying the agreement, and then click Accept.****3 At the Activate Adobe Acrobat 8 Standard window, do one of the following:**

- To activate Acrobat over the Internet, click the Activate button. Wait for the activation process to finish.
- To activate Acrobat over the telephone, click “Other activation options.” Select “Over the Telephone,” and click OK to display the Phone Activation window.

Call the telephone number listed for your location, and follow the voice instructions. When prompted, use the telephone keypad to enter the serial number and activation number listed in the Phone Activation window. Listen carefully for the authorization code, and enter it into the Authorization Code fields on the Phone Activation window. Click the Activate button to complete the activation process.



You must complete the activation process upon first starting Acrobat in order to use Acrobat with Impose. *Do not* choose the Activate Later option if it appears on the screen.

**4 When the activation process is finished, click Done.****5 At the Getting Started window, select “Do not show at startup.” Then close the Getting Started window.**

You can access the window later by choosing Getting Started from the Help menu.

**6 Close the Acrobat application to save your configuration settings.**

If the latest version of Command WorkStation is already installed on the computer, Impose is now fully enabled. If Command WorkStation is not yet installed, install Command WorkStation as described on [page 15](#).

## Using Impose



Complete instructions on how to use Impose are provided in Command WorkStation, Windows Edition Help.

---

### TO ACCESS IMPOSE HELP

- 1 Start Command WorkStation, Windows Edition.
- 2 Choose Help from the Help menu.
- 3 Use the Contents, Index, or Search panes to navigate to the Impose Help topics.

## COMMAND WORKSTATION, MACINTOSH EDITION

Command WorkStation, Macintosh Edition allows operators of the GA-1310, or users with Operator or Administrator privileges, to monitor and manage the print workflow of jobs on the GA-1310.

Command WorkStation, Macintosh Edition, enables you to do the following:

- View the print status of jobs on the GA-1310.
- Hold, process, and print jobs.
- Override user-assigned print option settings.
- Preview the page content of a job.
- Create and use FreeForm master files for variable data printing.
- Archive job files.
- View Job Logs of recent print activity.

### Installing Command WorkStation, Macintosh Edition

Install Command WorkStation, Macintosh Edition on a Mac OS X computer that has a network connection to the GA-1310. For complete system requirements, see [Welcome](#).

To install Command WorkStation, Macintosh Edition, see “[Installing user software on a Mac OS computer](#)” on page 13.

### Configuring the connection to the GA-1310

The first time you start Command WorkStation, you are prompted to configure the connection to the GA-1310.

You can also edit the configuration whenever there is any change to your GA-1310 server or network, such as a changed server name or IP address. If you change GA-1310 Setup information, do so before you reconfigure the connection.

---

**BEFORE YOU BEGIN**

- **Print the GA-1310 Configuration page.**

For instructions on printing the Configuration page, see *Configuration and Setup*.

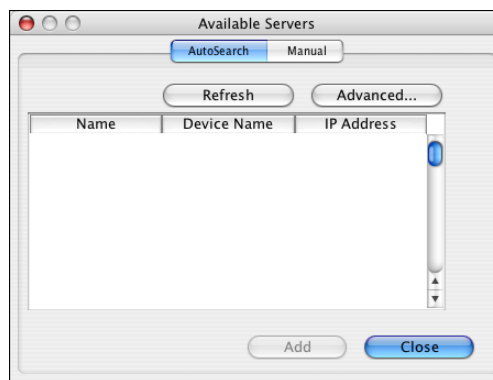
This page contains information that you need when configuring the connection, such as the IP address of the GA-1310. For TCP/IP installations, you can use the DNS name instead of the IP address. Make sure that the GA-1310 is registered in a Domain Name Server (DNS) on your network. For more information, see the documentation that accompanies your network system.

---

**TO CONFIGURE THE CONNECTION FOR COMMAND WORKSTATION, MACINTOSH EDITION**

- 1 **Open the Applications: Fiery: CWS Macintosh Edition folder on the Mac OS X hard disk. Double-click the CWS Macintosh Edition file to start the application.**

The Available Servers dialog box appears, displaying all servers found in the local subnet.



- 2 **If no GA-1310s were found, click the Manual tab to search by DNS name or IP address. Click Add to add the server to the Available Servers list.**

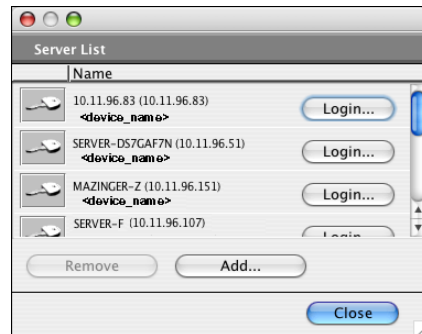


If no GA-1310s were found in the Manual search, click the Auto Search tab, and then click Advanced to search by a range of IP addresses or the IP address and subnet mask.

All available servers are displayed in the Available Servers list.

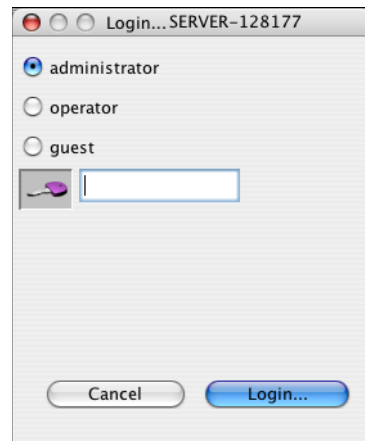
**3 Select the GA-1310 that you want to use and click Add.**

The selected GA-1310 is displayed in the Server List dialog box.



**4 Click the server name to select it, and then click the key icon or Login button.**

The Login dialog box appears.



**5 Click administrator, operator, or guest, type the password in the field next to the key, and then click Login.**

Your computer is connected to the server.

For more information about setting passwords and the default Administrator password for the GA-1310, see *Configuration and Setup*.

To modify the Command WorkStation connection to the GA-1310, you must remove the server from the Login Server list and follow the procedure for configuring the connection.

## Using Command WorkStation, Macintosh Edition

After you install and configure Command WorkStation, you can begin using it to monitor and manage jobs on the GA-1310.



Complete instructions on how to use the Command WorkStation features are provided in Command WorkStation Help.

### To ACCESS COMMAND WORKSTATION HELP

#### 1 Start Command WorkStation.

Select the GA-1310 in the server list and log on to the server.

For more information about setting passwords and the default Administrator password for the GA-1310, see [Configuration and Setup](#).

Job Status	Job Title	User	Date/Time	Copies
Held	\\qafs\sieb...	Administrator	2/5/08 1:08:2...	
Held	01193.xls	Administrator	2/7/08 2:22:5...	1

Job Title	User	Date/Time	Copies	Size
01193.xls	Administrator	2/5/08 2:28:0...	1	26 KB
01193.xls	Administrator	2/7/08 2:28:0...	1	26 KB
01193.xls	Administrator	2/7/08 2:28:1...	1	26 KB
01193.xls	Administrator	2/7/08 2:28:1...	1	26 KB
Microsoft Word ...	Administrator	2/7/08 5:23:4...	1	28 KB
Microsoft Word ...	Administrator	2/7/08 5:23:5...	1	33 KB
Microsoft Word ...	Administrator	2/7/08 3:54:4...	1	31 KB
Test Page	Administrator	2/7/08 3:50:0...	1	127 KB
Test Page	Administrator	2/7/08 4:10:1...	1	127 KB

#### 2 Choose Help from the CWS menu.

## Additional features

The following sections describe how to use additional features of Command WorkStation that are not discussed in Command WorkStation Help.

### User Authentication

If user authentication is enabled in GA-1310 Setup, users may need to enter a user name and password in the printer driver to send a job to the GA-1310. Management of the job in Command WorkStation is determined by how you log on to the GA-1310, as Administrator, Operator, or Guest.

For information about setting up Users and Groups and enabling user authentication in the Configure WebTool, see *Configuration and Setup*. For information about User Authentication in the printer driver, see *Print Options*.



For information about entering User Authentication login information, see Driver Help.

### Mixed Media

The Mixed Media feature allows you to define the chapter divisions of a job, print ranges of pages on varying types of media, insert blank media between pages, and insert tab media containing text labels.

The following guidelines and restrictions apply to Mixed Media settings:

- The Mixed Media dialog box restricts you from specifying settings that conflict with any media, page size, or finishing settings that have been specified for the job in the Job Properties dialog box or printer driver.
- When two or more Mixed Media settings are in conflict with each other, the Mixed Media dialog box highlights the setting names in red, signaling you to resolve the conflict.
- When you specify print options (in the Job Properties dialog box or printer driver) after specifying Mixed Media settings, certain print options may conflict with the page-specific Mixed Media settings. You must resolve the conflict by choosing different print options or removing certain Mixed Media specifications.
- If counters are configured for the copier/printer, blank media inserted between pages count as printed pages.

Features specific to the GA-1310 are described in the following procedures.

**NOTE:** The procedures for defining Mixed Media settings in Command WorkStation, Windows Edition are similar to those in Command WorkStation, Macintosh Edition, but include illustrations. For information, see [page 22](#).

---

**TO DEFINE MIXED MEDIA SPECIFICATIONS**

- 1 Select or right-click a spooled/held job in the Active Jobs window and choose Properties from the Actions menu, or double-click a job.**

- 2 Click the Media icon and scroll down to Mixed Media.**

The Mixed Media dialog box lists any previously defined media settings and includes buttons for defining, modifying, and removing settings.

- 3 For Chapter Start Page(s), type the page numbers on which you want to start new chapter sections.**

Type page numbers as comma-separated values (for example: 4,9,17) to designate the start of each new chapter. This feature forces each starting page to the right side, adding a preceding left-sided blank, if required.

**NOTE:** It is not necessary to type the first page. Page numbers refer to the numbering of the original document. If you use the Chapter Start Page(s) feature, all media specified in the Paper menu per chapter must share the same dimensions (for example, all Letter, all Tabloid, or all A4).

- 4 To apply finishing options (for example, stapling or sorting) to each chapter created using the Chapter Start feature, select the “Define Each Chapter As A Separate Finishing Set” option.**

**NOTE:** Not all finishing options can be applied to chapters that contain mixed sizes of media (for example, Letter and A4).

- 5 To define properties for front and back covers, click Define Cover.**

For more information, see [“To define cover media settings”](#) on page 40.

- 6 To define properties for individual pages or page ranges, click New Page Range.**

For more information, see [“To define media for specific pages”](#) on page 40.

- 7 To insert tab media, click New Tab.**

The Insert Tab dialog box appears. For information about defining tab settings, see [page 41](#).

**NOTE:** The Insert Tab feature is not available for imposed jobs.

- 8 To insert blank pages, click New Insert.**

For more information, see [“To insert blank pages”](#) on page 40.

- 9 To modify or delete a current definition, select it in the Mixed Media Definition list, and then click Edit or Delete.**

If you click Edit, enter new settings for the definition and click Modify.

- 10 After you finish defining Mixed Media settings, click OK to close the Mixed Media dialog box and Job Properties.**

The Mixed Media settings are applied to the job.

**NOTE:** You can save up to 100 different settings for the Selection list in the Mixed Media dialog box.

---

**TO DEFINE COVER MEDIA SETTINGS**

- 1 In the **Mixed Media** dialog box, click **Define Cover**.

The **Cover Media** dialog box appears.

- 2 To define identical front cover and back cover media, select the “**Apply the same settings for both front and back cover**” option. To define media settings for the front or back cover individually, select the **Front Cover** or **Back Cover** option.
- 3 Specify other settings, as required.
- 4 For **Cover Page Mode**, define how you want the content printed on the cover. You can specify printing on the front side only, back side only, or both sides of the cover page.
- 5 Click **OK** to return to the **Mixed Media** dialog box.



Cover Media settings take precedence over settings defined in the **Page/Page Range Media** dialog box.

---

**TO DEFINE MEDIA FOR SPECIFIC PAGES**

- 1 Click **New Page Range** in the **Mixed Media** dialog box.

The **Page/Page Range Media** dialog box appears.

- 2 Type pages and page ranges as comma-separated values (for example: 3,9–14,18).
- 3 Specify other settings, as required.

If you assign a new media type to the back side of a duplexed sheet, a blank page is inserted to force the assigned page content to the front side of the next sheet.

- 4 Click **Add Definition** after each media setting that you define.
- 5 Click **Close** to return to the **Mixed Media** dialog box.

---

**TO INSERT BLANK PAGES**

- 1 Click **New Insert** in the **Mixed Media** dialog box.

The **Insert Blank** dialog box appears.

- 2 Indicate whether to insert the blank before or after the target page. Define the target page as the first page in the document, the last page in the document, or a specific numbered page.
- 3 Specify other settings, as required, for the blank page.
- 4 Click **Insert** after each blank page that you define.
- 5 Click **Close** to return to the **Mixed Media** dialog box.

## Insert Tabs

The Insert Tabs feature allows you to automatically insert tab pages throughout a job. This feature accommodates various sizes and types of tab media stock. Users can insert the tab text and override text attributes on a per-job basis.

**NOTE:** The Insert Tabs feature is not available for imposed jobs.

**NOTE:** When you configure counters for the copier, printed tab pages count as black-and-white pages, provided colors are calibrated to use pure black toner. Expelled tabs are not counted as printed pages.

---

### TO INSERT TAB PAGES

- 1 **Select or right-click a spooled/held job in the Active Jobs window and choose Properties from the Actions menu or double-click a job.**
- 2 **Click the Media icon and scroll down to Mixed Media.**
- 3 **Click New Tab in the Mixed Media dialog box.**

The Insert Tab dialog box appears.

- 4 **Enter the number of tab positions included in a complete tab set in the “Number of tabs in a set” field.**

This specification ensures that tab text is printed in the correct tab positions. For example, tab positions in a set consisting of ten tabs are distinct from tab positions in a set consisting of five tabs.

- 5 **Specify settings for the tab stock, as required.**

Paper Size values refer to the dimensions of the stock, including the tabbed portion.

**NOTE:** Neither the GA-1310 nor the copier recognizes the tab positions. You must create documents and select items so that the print image is not positioned outside of the tab area.

- 6 **To specify attributes for the tab text, enter the number of tabs in the “Number of tabs to insert” field and click Insert.**
- 7 **If you want all tabs to use the same text attributes, select the “Apply the same text attributes for all tabs” option.**
- 8 **In the Text Attributes area, click the arrows to display the menus for font, size, text rotation, and text alignment, and select the attributes you want from each menu.**

**9 Indicate where you want each tab inserted in the document.**

- In the Page field, type the page number where you want the tab inserted.
- Select Before to insert the tab before the page number, or clear the option.

**NOTE:** If you indicate that a tab is to be inserted between an odd-numbered page and an even-numbered page in a duplex job, the tab is inserted after the odd-numbered page on the first sheet, and the even-numbered page is printed on the next sheet.

**10 Type the tab text for each tab in the Tab Text field.**

If required, specify text attributes for each tab individually.

**11 After you finish specifying tab text, click OK to close the Insert Tab dialog box.**

The Mixed Media dialog box displays the current tab settings in the Mixed Media definition list.

**12 To modify media settings for the tabs, select the tab description in the Mixed Media definition list, and then click Edit.**

**13 To apply your Insert Tab settings to the document, click OK to close the Mixed Media dialog box and Job Properties.**

## Troubleshooting



When troubleshooting basic connection and software problems with Command WorkStation, see the following sections. For additional troubleshooting information, see Command WorkStation Help.

### Command WorkStation cannot connect to the GA-1310

If you cannot connect to the GA-1310 or locate the GA-1310 from your computer, contact the network administrator. The administrator may need to troubleshoot your network connection and check settings on the servers that you print to. If settings have changed, it may be necessary to reconfigure the GA-1310.

If you are able to connect to the GA-1310 with another utility, you may need to reconfigure the Command WorkStation connection to the GA-1310 (see [page 34](#)).

If you configured the GA-1310 and set up client computers and network servers according to the instructions in [Configuration and Setup](#), print a Test Page. If you can print a Test Page, but still cannot print a document from a remote computer, contact your network administrator to troubleshoot the network connection.

### Command WorkStation does not respond

If Command WorkStation is unresponsive, use the following troubleshooting guidelines.

---

#### IF THE COMMAND WORKSTATION WINDOWS DO NOT UPDATE

- 1 **Log off and then quit Command WorkStation.**
- 2 **Restart Command WorkStation or restart the computer.**

If the Command WorkStation windows do not update, or no jobs are displayed, and the mouse has no effect (you cannot select a job or a window, use a Control-click command, or select a menu item), the GA-1310 is offline or network communication has failed.

---

#### TO FORCE AN EXIT FROM COMMAND WORKSTATION

- 1 **Press Command-Option-Escape and use the Force Quit Applications dialog box to close Command WorkStation.**
- 2 **At the GA-1310, disconnect and reconnect the network cable, and then try printing a Test Page or Configuration page.**
- 3 **If printing fails, restart the GA-1310.**

## SCAN

Scan is a collection of software components that allow you to scan documents from the copier glass or through the automatic document feeder (ADF) on the copier and send the scanned images to various destinations. Scan consists of the following components:

- **Remote Scan application** allows you to remotely initiate a scan on the copier from your desktop and retrieve the scan.
- **Remote Scan TWAIN plug-in module** allows you to acquire a scan from the copier directly into compatible TWAIN compliant applications, such as Adobe Acrobat or Photoshop.
- **Scan to FTP** allows you to send the scan file to an FTP server.
- **Scan to Mailbox** allows you to send the scan to a mailbox on the GA-1310, from where it can be retrieved.
- **Scan to Disk** allows you to scan directly to any hard disk on the network, such as your local hard disk.
- **Scan to Hold queue** allows you to scan to the GA-1310 Hold queue for document merging and editing.
- **Docs WebTool** allows you to retrieve scanned jobs from mailboxes on the GA-1310.

In addition to providing instructions for installing, configuring, and using Remote Scan, this chapter also describes scanning directly from the copier touch panel.

## Installing and configuring Remote Scan

You can use Remote Scan with the following applications:

- Adobe Acrobat v6.04/7.0.5
- Adobe Photoshop v7.01
- Adobe Photoshop CS2

The following sections describe how to install and configure Remote Scan.

### Installing Remote Scan

To install and use the Remote Scan plug-in module, you must have a Windows or Mac OS computer with a network connection. For detailed system requirements, see [Welcome](#).

The installer for Remote Scan is located on the User Software DVD.

To install Remote Scan, see “[Installing user software on a Windows computer](#)” on page 11 and “[Installing user software on a Mac OS computer](#)” on page 13.

## Configuring Remote Scan

The first time you start Remote Scan, you must configure the connection to the GA-1310. Before you configure the connection, you must have the correct IP address. Make sure the GA-1310 is registered in a Domain Name Server (DNS) on your network. When you open Remote Scan, the Scan Configuration dialog box appears. For instructions on configuring the connection to the GA-1310 for the first time, see [“To configure the connection to the GA-1310”](#) on page 46.



Complete instructions on configuring and modifying the connection to the GA-1310 are also provided in Remote Scan Help.

If you have previously configured a connection to the GA-1310, it appears in the main Remote Scan window, and you can immediately start to initiate a scan or retrieve any scans initiated at the copier touch panel, and use Remote Scan Help.

---

### To CONFIGURE THE CONNECTION TO THE GA-1310

- 1 When you start Remote Scan for first-time use, the Configuration window automatically appears. In the Server Name (or IP Address) text field, type the IP address or the DNS name of the Print Server.**
- 2 Select Use Nickname to enter another name to distinguish the GA-1310. This name does not have to match the actual Server Name of the GA-1310.**
- 3 Type the name of the device connected to the GA-1310.**

You can assign any name of your choice as the device name.
- 4 Click the green arrow to add the GA-1310 to My Fiery List.**
- 5 Click OK.**

## Using Remote Scan

With Remote Scan, you can initiate and retrieve scan files remotely from your desktop. You can send the scan file to a number of destinations, such as a mailbox that has been set up on the GA-1310, the GA-1310 Hold queue, or any hard disk on the network. All scans are stored on the GA-1310 hard disk and retrieved through the network. You can also initiate and retrieve a scan file in a host application, such as Photoshop, by using the Remote Scan TWAIN plug-in module.

To send a scan to a mailbox, you must first set up the mailbox in WebTools Configure. For more information, see [“Setting up a Mailbox”](#) on page 49.

For a list of copier-specific settings, see [page 52](#).

**NOTE:** Remote Scan does not perform when the copier is in power save mode. When you want to scan using Remote Scan, confirm that the copier is not in power save mode.



## Using Remote Scan Help

Complete instructions on how to use the standard Remote Scan features are provided in Remote Scan Help.

---

### TO ACCESS REMOTE SCAN HELP

- 1 **Start Remote Scan or open the Remote Scan plug-in module.**
- 2 **Click the Help button.**
- 3 **Use the Contents, Index, or Search panes to navigate to the Remote Scan Help topics.**

## Scanning with Remote Scan TWAIN plug-in module

The following procedure describes how to use the Remote Scan TWAIN plug-in module from a TWAIN compliant application, such as Photoshop.

---

### TO ACQUIRE A SCAN USING THE TWAIN PLUG-IN MODULE

- 1 **Start the TWAIN compliant application.**
- 2 **If you are scanning a single original, place it on the copier glass; if you are scanning multiple originals, place them in the document feeder.**  

The copier must be switched online to the network from the copier touch panel display. For more information, see the copier documentation.
- 3 **Choose Import from the File menu in the application.**
- 4 **Click Remote Scan.**
- 5 **Select the GA-1310 from the list of devices in the Choose Device dialog box.**
- 6 **Select the Initiate tab.**
- 7 **Select the appropriate scan settings and click Acquire.**

The scanned document opens in the TWAIN compliant application.

## Scanning from the copier

You can scan a document from the copier by pressing the Scan button on the front of the copier.

When you press the Scan button, you can scan an image from the copier glass or ADF Automatic Document Feeder and send the scan to a number of destinations, including a mailbox, SMB, FTP, or the GA-1310 Hold queue.

For instructions for scanning from the copier using the Scan button on the front of the copier, see [“Scanning from the copier”](#) on page 50.

For more information about scanning by pressing the User Functions button on the front of the copier, and then Scan on the copier touch panel, see the documentation that comes with your copier.

**NOTE:** You can also initiate a scan from Remote Scan and send the scan to the GA-1310 Hold queue, a mailbox, or a hard disk drive. For more information, see [“Using Remote Scan”](#) on page 46.

### Scan destinations from the copier

When you scan a document from the copier by pressing the Scan button, you have the choice of a number of destinations. The destinations are the following:

- **Mailbox:** Allows you to send the scan file to a Mailbox that you set up in WebTools Configure. You must set up the Mailbox first. For more information, see [“Setting up a Mailbox”](#) on page 49.
- **SMB:** Allows you to send the scan file to any network folder or computer on the network using SMB. You must know the domain, the computer name (server name), and the shared folder for the destination computer to send a file using SMB. You are required to enter a user name and password. If a password is required, but not entered, no error message is displayed, and the scan file is not sent to the destination. It may be that no password is required. Check with your network administrator for the login requirements for any SMB connection on your network.
- **FTP:** Allows you to send the scan file to an FTP site. If a Proxy Server has been enabled by the GA-1310 Administrator in Setup, ask the Administrator for the Proxy Address. You may be required to enter a user name and password. If the user name is displayed as blank, then an anonymous login is allowed, and you do not have to enter a password.
- **Hold Queue:** Allows you to send the scan file to the GA-1310 Hold Queue. When you choose this option, the scan file is displayed in Command WorkStation.

**NOTE:** Some of these destinations are similar to those available from Remote Scan. The information provided in Remote Scan Online Help is applicable to the destinations you can choose from the copier.

## Setting up a Mailbox

If you want to send a scanned job that you initiate from Remote Scan, or that you initiate by pressing the Scan button on the front of the copier, to a mailbox, you must first set up a mailbox in WebTools Configure, by adding a user to the Scan Users group in the Users and Groups pane. If you add a password to a mailbox, you will be required to enter the password with the mailbox name when you retrieve a scan using Remote Scan or WebTools Docs.

**NOTE:** In Remote Scan, you must click Change Mailbox to enter the mailbox name and password.



In WebTools Configure Help, see the instructions for adding users to a group. Specific instructions for adding a scan user/mailbox are provided below.

---

### TO SET UP A MAILBOX

**1 In WebTools, select Configure tab, and then Launch Configure.**

**2 Select Users and Groups.**

**3 Select Scan Users in the Group Name column.**

**4 Click View Detail.**

Details of the Scan Users group are displayed.

**5 Click Add.**

The default mailboxes/user names are displayed.

**6 To create a mailbox, click Add New.**

**7 Choose a User Name for your mailbox and a password, if required.**

When you send a scan file to a mailbox, you must enter the User Name and the password.

**8 Click Save and Add.**

The new mailbox you have just created is added to the list of Scan Users.

**NOTE:** If you build a Scan Users group by retrieving user names and passwords from an LDAP server, the Scan Users must enter the domain name and user name when they retrieve scans or use the various scan applications. Separate the domain name and user name with a backslash (for example, DomainName\UserName).

**9 Click Save.**

**10 Click Close.**

**11 Click Reboot to save your changes.**

## Retrieving scans from a mailbox

When you have created a mailbox, you can send scans to that mailbox from Remote Scan or from the copier touch panel. You can then retrieve the scans from WebTools Docs. For information on how to do this, see the instructions for downloading jobs from your mailbox in WebTools Docs Online Help. You can also retrieve scans from mailboxes by using Fiery Bridge on a Windows XP or Vista computer. For more information, see [page 55](#).

## Scanning from the copier

You can initiate scanning at the copier by pressing the Scan button on the front of the copier.

---

### To MANUALLY SCAN A DOCUMENT

- 1 Place the original face down on the copier glass or face up in the Automatic Document Feeder.**
- 2 Press the Scan button on the front of the copier.**
- 3 Press SMB/FTP/Other on the copier touch panel.**

Other possible destinations are e-Filing, USB, or E-mail. For information about sending scans to these destinations, see the documentation that comes with your copier.

- 4 Select where to send your scan.**

The destinations are:

- FTP
- SMB
- Hold Queue
- Mailbox

**NOTE:** To send a scanned document to a Mailbox, you must first set up the Mailbox in WebTools Configure, or in Command WorkStation > Server > Setup. For more information, see “[Setting up a Mailbox](#)” on page 49.

- 5 To enter information for a specific destination, press the name of each field displayed for that destination.**
- 6 Enter the information using the keypad on the copier touch panel, and press OK.**

- 7 To select Scan Settings, press Common Setting on the copier touch panel and enter the appropriate settings.**

Options are displayed on three screens. After you have made settings for the first screen of options, press the down arrow for the remaining options. For a list of copier-specific settings, see [“Setting scan options specific to the copier”](#) on page 52.

- 8 Press Scan or the green Start button and follow on-screen instructions.**
- 9 After the scan is complete, press Job Finish to exit to the Main display of the copier touch panel.**

Even if you do not press Job Finish, the display eventually reverts to the Main display when the copier has finished scanning.

## Setting scan options specific to the copier

If you scan using the Scan button on the copier, you can specify settings for the following copier-specific options:

Option	Settings (default is underlined)	More information
Color Mode	<u>Black</u> , Grayscale, Full Color, Auto Color	
Resolution	100, 150, <u>200</u> , 300, 400, 600	Changing the resolution also changes the image file size.
Original Mode	<u>Text</u> , Text/Photo, Photo, Prtd. Image	This setting corresponds to Image Mode in Remote Scan. Printed Image can only be selected if Full Color or Auto Color are selected for the Color Mode.
Single/2-Sided Scan	<u>Single</u> , Book, Tablet	
Original Size	<u>Auto</u> , A3, A4, A4-R, A5-R, B4, LD, LT, LT-R, LG, ST-R, B5, B5-R, 13"LG, COMP, FOLIO, 8.5SQ, 8K, 16K, 16K-R, A6-R	
Rotation	<u>No rotation</u> , 90 deg., 180 deg., 270 deg.	The rotation settings are shown graphically on the copier touch panel.
Compress	Low, Mid, High	
Omit Blank Page	On, <u>Off</u>	
Outside Erase	On, <u>Off</u>	
Range Adjustment	Manual +(3 to 1), <u>Normal</u> , Manual -(1 to 3)	To set range adjustment, On must be selected for Outside Erase.
Exposure	Manual +(5 to 1), <u>Normal</u> , Manual -(1 to 5)	
Contrast	Manual +(4 to 1), <u>Normal</u> , Manual -(1 to 4)	Contrast settings are enabled when Printed Image has been selected for Original Mode.
Background Adjust	Manual +(4 to 1), <u>Normal</u> , Manual -(1 to 4)	Specify how much to lighten or darken the background.
Sharpness	Manual +(4 to 1), <u>Normal</u> , Manual -(1 to 4)	
File Format	<u>PDF</u> , TIFF, JPEG	Choose the file format in the Destination window when the destination is SMB or FTP.

## Setting scan options from Remote Scan

If you scan with Remote Scan, you can specify settings for the following scan options:

Option	Settings (default is underlined)	More information
Sides	<u>Single-Sided</u> , Top/Top, Top/Bottom	This option is only available if you are scanning from the ADF (Automatic Document Feeder).
Size	<u>Auto Select</u> , A4, A4-R, Letter, Letter-R, A5-R, B5, B5-R, 8K, Folio, 13"LG, Legal, B4, A3, 11x17(LD), 16K-R, 16K, A6-R, 8.5"SQ, Statement-R, Computer	<p>If you choose Auto Select, the scan size is as follows:</p> <ul style="list-style-type: none"> <li>From the ADF, the image is scanned on the page size of the original, which is set on the ADF.</li> <li>From the platen, the image is scanned on Letter size in the US, and on A4 elsewhere.</li> </ul> <p>To scan a job of different page sizes, choose On for the Mixed option and choose Auto Select for the Size option.</p>
Mixed (Original Size Mode)	On, <u>Off</u>	
Image Mode	Text, <u>Image</u> , Text/Image	This setting corresponds to Original Mode on the copier touch panel.
Exposure	<u>Auto</u> , Manual +(5 to 1), Normal, Manual -(1 to 5)	
Resolution	<u>100</u> , 150, 200, 300, 400, 600	Changing the resolution also changes the image file size. The maximum supported resolution is displayed in the dialog box.
Color Mode	<u>Color</u> , Grayscale, Black and White	
Compression	Minimum Size, <u>Standard</u> , Maximum Quality	The Minimum Size setting refers to the file size of the scan, not the page size.
Sharpness	Manual +(4 to 1), <u>Normal</u> , Manual -(1 to 4)	
Background Adjust	Manual +(4 to 1), <u>Normal</u> , Manual -(1 to 4)	Specify how much to lighten or darken the background.
Image Rotate	<u>No rotation</u> , 90 deg., 180 deg., 270 deg.	
File Format	<u>PDF</u> , TIFF, JPEG	Choose the file format after you press the Send button when the destination is Scan to FTP, or Save to Disk.

### Retrieving scans using Docs

You can retrieve scan jobs in the GA-1310 Mailboxes to your remote workstation using the Docs WebTool. For instructions on using Docs, see [page 65](#).

**NOTE:** You can also access scan jobs in the GA-1310 Mailboxes from a client Windows XP or Vista computer using the Fiery Bridge application. For information about Fiery Bridge, see [page 55](#).

## FIERY BRIDGE

Fiery Bridge is an application that allows you to access scanned documents in your Fiery mailbox directly from a client Windows XP computer.

Fiery Bridge makes your mailbox accessible as if it were a standard network drive, allowing you to browse its contents using Windows. You can open a scanned document from an appropriate application on your computer, just as you would open any file on your computer.

Fiery Bridge is an alternative to transferring scanned documents from a Fiery using Remote Scan or WebTools and can simplify your scanning workflow. You can even use Fiery Bridge in combination with Hot Folders to create an automated workflow.

### Installing Fiery Bridge

Install Fiery Bridge on a Windows XP computer that has a network connection to the GA-1310. For a complete list of system requirements, see [Welcome](#).

The installer for Fiery Bridge is provided on the User Software DVD.



Before you install the utility, read the guidelines described in “[Preparing for installation on Windows computers](#)” on page 10.

To install Fiery Bridge, see “[Installing user software on a Windows computer](#)” on page 11.

### Configuring Fiery Bridge

To use Fiery Bridge, you must configure the connection to the GA-1310 by completing the following tasks:

- Specify one or more GA-1310 that you want to access.
- Configure settings for each server.

Details are provided in the following procedures.

## Specifying servers

When you start Fiery Bridge for the first time, the list of servers is empty. You must locate the servers on the network and add them.

---

### TO START FIERY BRIDGE

- **Choose Start > All Programs > Fiery > Fiery Bridge or double-click the Fiery Bridge shortcut on your desktop.**

---

### TO ADD A SERVER TO FIERY BRIDGE

- 1 **Click Add Server.**
- 2 **If the GA-1310 that you want to add appears in the list of available printers, select the GA-1310 and click OK.**

**If the GA-1310 that you want does not appear in the list of available printers, select “Enter printer name or IP address”, type the DNS name or IP address of the GA-1310, and click OK.**

The GA-1310 is located on the network and added to the list of servers.

---

### TO DELETE A SERVER FROM FIERY BRIDGE

- 1 **Select the GA-1310 from the list.**
- 2 **Click Delete.**
- 3 **Click OK to confirm the deletion.**

## Configuring server settings

You can configure settings for any of the servers in the list. Currently, the only setting is the file format (PDF or TIFF) for a scanned document. Scanned documents do not reside on the GA-1310 in PDF or TIFF format. However, when you transfer a scanned document from a GA-1310 to your computer using Fiery Bridge, the document is converted to either PDF or TIFF format, depending on the setting you configure.

---

### TO CONFIGURE THE FILE FORMAT SETTING FOR THE GA-1310

- 1 **Select the GA-1310 from the list.**
- 2 **Click Settings.**
- 3 **Choose PDF or TIFF from the File Format list.**
- 4 **Click OK.**

## Using Fiery Bridge

When you install Fiery Bridge, a Fiery icon is added to the My Computer window on your desktop. When you add a GA-1310 to Fiery Bridge, a folder for that server is added under the Fiery icon. The folder for the server in turn contains a My Documents folder that contains the documents in your mailbox on the GA-1310.

The scanned documents appear as regular files of either PDF or TIFF format (depending on the file format setting). However, these files are not actually on your computer. By default, a scanned document is not transferred to your computer until you access it by opening it in an application on your computer or by copying it to your computer.

You cannot save a scanned document back to the GA-1310 mailbox. You must save it as a new document on your computer. The scanned document on the GA-1310 remains unchanged.

You can access scanned documents by browsing from the desktop, from within an application, or from the Fiery Bridge main window.

---

### TO ACCESS A SCANNED DOCUMENT FROM YOUR DESKTOP OR AN APPLICATION

- 1 **From your desktop, open My Computer.**

From an application, choose **File > Open** and browse to **My Computer**.

- 2 **Under My Computer, open the Fiery icon.**

- 3 **Under the Fiery icon, open the folder that has the same name as the Fiery containing the scanned document.**

- 4 **If you are prompted for a user name and password, type them and click Login.**

Select “Save User Information” before clicking Login if you want Fiery Bridge to enter your user name and password automatically in the future, even if you reboot your computer.

- 5 **Under the folder that has the same name as the GA-1310 containing the scanned document, open My Documents.**

The list of scanned documents appears.

- 6 **If you are browsing from your desktop, double-click a document to open it in its default application, or select a document and copy it to another folder.**

**If you are browsing from an application, select the document and click Open.**

A document is not transferred to your computer until you open it or copy it.

---

**TO ACCESS A SCANNED DOCUMENT FROM THE FIERY BRIDGE MAIN WINDOW**

- 1 In the Fiery Bridge main window, double-click the GA-1310 that you want to access.
- 2 If you are prompted for a user name and password, type them and click Login.

Select “Save User Information” before clicking Login if you want Fiery Bridge to enter your user name and password automatically in the future, even if you reboot your computer.

The My Documents folder for the GA-1310 that contains the scanned documents is opened in Windows Explorer.

### Mailbox synchronization

If you want scanned documents transferred to your computer as they are available (to accommodate a particular workflow, for example), you can set up mailbox synchronization. With mailbox synchronization, scanned documents are transferred to your computer to a specific folder (different from the My Documents folder for the server) as they are created. If a scanned document is deleted from your GA-1310 mailbox, the file is deleted from the folder on your computer, as well.

---

**TO CONFIGURE MAILBOX SYNCHRONIZATION FOR A FIERY**

- 1 Select the GA-1310 from the list.
- 2 Select Mailbox Synchronization from the Tools menu.
- 3 Type the user name and password for the GA-1310.
- 4 Click Test Connection to test your connection to the GA-1310.

Fiery Bridge attempts to connect to the GA-1310 using the information you provided and shows whether it was successful.

- 5 If PaperPort is installed on your computer, you can select Add to PaperPort.

Select this option to add a shortcut to your GA-1310 mailbox in PaperPort.

- 6 Click OK.

**NOTE:** The path name of the folder that scanned documents are transferred to is shown in the Mailbox Synchronization dialog box. You cannot change this folder location.

## Accessing a different mailbox

After you log on to a GA-1310, you remain logged on until you log out of your Windows session. To access a different mailbox on the same GA-1310, you must log on as a different user.

---

### TO ACCESS A DIFFERENT MAILBOX ON A SERVER YOU HAVE ALREADY LOGGED INTO

- 1 On your desktop, open My Computer.
- 2 Under My Computer, open the Fiery icon.
- 3 Under the Fiery icon, right-click the folder that has the same name as the GA-1310 that you want to access and click Login As.
- 4 Type your user name and password and click Login.

## Accessing WebTools

You can access WebTools for any GA-1310 you have added to Fiery Bridge.

---

### TO ACCESS WEBTOOLS FROM FIERY BRIDGE

- 1 In the Fiery Bridge main window, select the GA-1310 from the list.
- 2 Click WebTools.

The default browser is started and directed to the selected GA-1310.

## HOT FOLDERS

Hot Folders is a utility (available as an option) that allows you to store and reuse frequently used print options when printing PostScript and PDF files on the GA-1310. With Hot Folders, you can do the following:

- Create special folders (hot folders) that assign specific print settings and print queues to jobs
- Print jobs to the GA-1310 by dragging and dropping them onto hot folders on your computer's desktop
- Monitor the status of jobs sent to hot folders

### Installing Hot Folders

The installer for Hot Folders is located on the User Software DVD.



Before installing the utility, make sure that you complete the preliminary procedures described on [page 10](#).

To install Hot Folders on a Windows computer, see [“Installing user software on a Windows computer”](#) on page 11. To install Hot Folders on a Mac OS computer, see [“Installing user software on a Mac OS computer”](#) on page 13.

### Using Hot Folders

Complete instructions on how to use the standard Hot Folders features are provided in Hot Folders Help.

---

#### TO ACCESS HOT FOLDERS HELP

- 1 Start Hot Folders.
- 2 Choose Help > EFI Hot Folders Help.



## Additional features

The following section describes additional features of Hot Folders that are not discussed in Hot Folders Help.

### Preserve Document Setting

When you define Job Settings for a new Hot Folder and open the Job Properties window, the default for many settings is displayed as Preserve Document Setting. This setting allows you to keep the job properties you set when creating the original job in the application.

### About Hot Folders filters

Hot Folders filters allow you to convert certain file formats to PostScript or PDF or to preflight files for conformity. File conversion and preflighting take place on your computer within Hot Folders, which saves GA-1310 resources. You can print files directly from Hot Folders filters without starting the application from which they were created.

### Using the PDF to PS filter

The PDF to PS filter is standard. The PDF to PS filter accepts PDF (v1.2 through v1.7) files and outputs PostScript files.

**NOTE:** The filter converts any PDF v1.2 files to PDF v1.7 files, and then to PostScript Level 3 files before submitting to the GA-1310.

**NOTE:** This filter is not supported on Mac OS X.

### Microsoft Office filters for Hot Folders

The Microsoft Office filters for Hot Folders feature allows you to convert certain MS Office file formats to PostScript. File conversion takes place on your computer within Hot Folders, which saves GA-1310 resources. You can print files directly from Hot Folders filters without starting the application from which they were created.

The Microsoft Office filters have no configurable options; however, you must have the following versions of each application, and have a PostScript printer or Acrobat Distiller installed to convert the files to PostScript files.

- Microsoft Excel 2000 and higher
- Microsoft Publisher 2002 and higher
- Microsoft PowerPoint 2000 and higher
- Microsoft Word 2000 and higher

## Specifying filter settings for a Hot Folder

After specifying the filter settings and options for your Hot Folder, drag and drop the proper file formats onto your Hot Folder to begin the conversion process.

Open the Filter Settings dialog box from the Folder Properties dialog box.

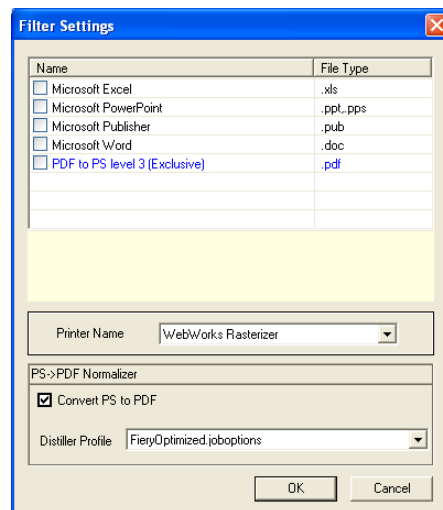
**NOTE:** These filters are not supported on Mac OS X. The illustration in the procedure below shows Windows XP.

---

### TO SELECT A FILTER SETTING

- 1 From the Hot Folders Control Panel, select the Hot Folder and click Properties.
- 2 Select Filter Settings and click Define.

The Filter Settings dialog box appears, allowing you to select the filter.



For Windows, filters are color-coded. Exclusive filters are blue and Non-exclusive filters are black.

If you select an Exclusive filter, you cannot select any other filter. Microsoft Office filters are non-exclusive filters, so you can select as many of them as you wish.

- 3 To convert all PostScript files to PDF automatically, select Convert PS to PDF and a job option from the Distiller Profile menu in the PS->PDF Normalizer pane.
- 4 Click OK.

## WEBTOOLS

WebTools allow you to manage your GA-1310 remotely from the Internet or your company's intranet. The GA-1310 has its own home page, where you can select the following WebTools:

- **Home** provides current information about the jobs processing and printing on the GA-1310.
- **Downloads** allows remote users to download installers (for drivers, PPDs, and other software) directly from the GA-1310.
- **Docs** allows remote users to access jobs on the GA-1310 over the Internet or intranet.
- **Configure** allows the GA-1310 administrator to view and modify Setup options remotely from a Windows computer.

**NOTE:** WebTools allows only Base64 Encoded X.509 certificates to upload to the GA-1310 via TCP/IP.

### Setting up WebTools

WebTools are resident on the GA-1310 hard disk and do not require special installation. However, WebTools do require initial setup by the GA-1310 administrator.

To enable network users to access and use WebTools, the administrator must set specific options in Network Setup and Printer Setup. For information about these specific Setup options, see [Configuration and Setup](#).

The administrator also must prepare each user's computer to communicate with the GA-1310 over the Internet or intranet.

---

**TO SET UP CLIENT COMPUTERS TO USE WEBTOOLS**

- 1 **Enable TCP/IP networking.**
- 2 **Make sure that the computer has a valid, unique IP address.**
- 3 **Make sure that a supported Internet browser is installed on the computer.**

For more information about supported browsers, see [Welcome](#).

- 4 **Make sure that Java is enabled in your Internet browser.**



In addition, make sure that you have completed the preliminary procedures described in “[Preparing for installation on Windows computers](#)” on page 10.

**NOTE:** If the client computer is running Windows XP with Service Pack 2 (SP2) or 3 (SP3) installed, or Windows Vista, Pop-up Blocker is turned on by default. With this function turned on, a warning message appears when you access WebTools, and your access to WebTools is denied. To gain access, do one of the following:

- Change the Pop-up Blocker setting by clicking the warning message and choosing from one of the selections that appears.
- Turn off Pop-up Blocker in Internet Explorer from the Tools menu or in Internet Options.

For more information, see Internet Explorer Help, or the documentation that accompanies Windows.

## Accessing the WebTools home page

Use your Internet browser to access WebTools. For complete information about browser and system requirements, see [Welcome](#).

---

**TO ACCESS THE WEBTOOLS HOME PAGE**

- 1 **Start your Internet browser.**
- 2 **Type the IP address or DNS name of the GA-1310.**

The GA-1310 home page appears.

**If the home page for the copier appears instead of the WebTools page, click the WebTools link.**

- 3 **Click the tab for the WebTool that you want to use.**

## Using WebTools

The following sections describe how to use the WebTools.

### Home

Home lets you view jobs that are currently processing and printing on the GA-1310. Printing and processing information is updated every 30 seconds.



For complete instructions on how to use Home, see [WebTools Home Help](#).

### Downloads

The Downloads WebTool allows you to download installers (for drivers, PPDs, and other GA-1310 software) directly from the GA-1310.



For complete instructions on how to use Downloads, see [WebTools Downloads Help](#).

### Docs

Docs allows you to access jobs on the GA-1310 over the Internet or intranet. You can:

- Manage and distribute jobs in your mailbox.  
Mailboxes are set up in the Users and Groups area of the Configure WebTool.
- Control and modify jobs.
- Submit jobs to the Print Server.



For complete instructions on how to use Docs, see [WebTools Docs Help](#).

### Configure

Configure allows the GA-1310 administrator to view and modify Setup options remotely from a Windows computer. For information about using Configure, see [Configuration and Setup](#).



Before using Configure, make sure you have completed the Configure preparation procedure described in [“Preparing for installation on Windows computers”](#) on page 10.



For complete instructions on how to use Configure, see [WebTools Configure Help](#).



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