

Océ | User manual

Océ VarioPrint®
6160/6200/6250

Operating information



Océ-Technologies B.V.

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Table of Contents

Chapter 1

Introduction	9
Notes for the reader	10
Introduction to the Océ VarioPrint® 6160/6200/6250	11
Available documentation	12

Chapter 2

Power information	13
The power modes	14
Turn on the printer	17
Shut down the printer	18

Chapter 3

Overview of the system components	21
Introduction to the main system components	22
The operator panel	24
The operator attention light	27
The output locations	29
The paper modules	32

Chapter 4

Working with the operator panel	35
Introduction	36
The dashboard	36
The Schedule view	39
Introduction to the 'Schedule' view	39
Load the media	44
Example of a workflow	46
Stop a job	62
The Jobs view	65
Introduction to the 'Jobs' view	65
Schedule a waiting job for printing	68
Reprint a job	70
Give priority to a scheduled job	72
Delete a job	73
Print a scheduled job later	75
Make a proof	77
Print the job parameters	79
Bundle and split jobs	80
Print all the jobs for which the media are available	84

Print the jobs that have a label	85
Checking and changing the job properties	87
Change the media	87
Change the number of sets	90
Change the output location.	92
Change the number of staples	94
Change the sorting method	96
Change the type of offset stacking	98
Check the first set.	101
Shift the image	103
The Trays view	105
Introduction to the 'Trays' view	105
Assign the media to a paper tray.	108
The System view	110
The Printer section	110
Introduction to the 'Printer' section	110
Check the status of the toner reservoirs	112
Check the status of the stapler cartridges	114
Reset the day counters.	115
Find the meter readings	117
The Setup section	119
Introduction to the 'Setup' section.	119
Work with the workflow profiles	121
Change the language	126
Change the warning time	128
Change the advanced media settings	131
Make an intermediate check print.	135
The Media section	137
Introduction to the 'Media' section	137
Introduction to the media handling	139
Add temporary media to the 'Media catalog'	141
Perform a media registration for standard-size media	143
Perform a media registration for large media	148

Chapter 5

Keeping the printer running	155
Add toner	156
Finisher: Add staples	158
Stacker/stapler: Replace the stapler cartridge	163
Troubleshooting	164

Appendix A

Miscellaneous	169
Product specifications	170
Reader's comment sheet	173

Addresses of local Océ organisations 175

Chapter 1

Introduction



Notes for the reader

Introduction

This manual helps you use the Océ VarioPrint® 6160/6200/6250. The manual contains a description of the Océ VarioPrint® 6160/6200/6250 and guidelines for its use and operation. There are also tips given to help you increase your knowledge of the Océ VarioPrint® 6160/6200/6250 and to help you better manage the workflow.

Definition

Attention Getters

Parts of this manual require your special attention. These parts provide important, additional information or are about the prevention of damage to your properties.

Note, Attention and Caution



Caution: A part marked with **Caution** contains information to prevent personal injury.

Attention: A part marked with **Attention** contains information to prevent damage to items, for example the Océ VarioPrint® 6160/6200/6250 or a file.

Note: A part marked with **Note** contains additional information about the correct operation of the Océ VarioPrint® 6160/6200/6250.

Safety information

The safety information for this product is included in a separate user manual with the title **Safety information**. This manual is part of the documentation set that you received with your product.

Introduction to the Océ VarioPrint® 6160/6200/6250

Introduction

The Océ VarioPrint® 6160/6200/6250 series is a series of high-volume, cut-sheet printers. The printers are intended both for document printing and stream printing. The key feature of the printer is the Océ Gemini Instant Duplex Technology. This technology enables the printer to print the front side and back side of a sheet at the same time. Depending on the version, the sustained print speed, including reconditioning, ranges from 80 - 125 sheets per minute (A4 / Letter). Therefore, the printer can print 160 - 250 images per minute (A4 / Letter) when you print a 2-sided document.

This section gives a short description of the main features of the printer.

Overview of the main features

- Océ Gemini Instant Duplex Technology that enables the printing of both sides of a sheet at the same time.
- Advanced scheduling concept on the operator panel to keep the printer running.
- Load and assign the media while the Océ VarioPrint® 6160/6200/6250 prints.
- Support of up to 12 paper trays (total input capacity up to 13,800 sheets) and a roll feeder.
- Support of up to 3 stackers, a finisher, a stacker/stapler and other external finishers.
- Support of a large range of media, media sizes and media weights.
- Support of PS/PCL/PDF and streaming PS.
- Support of a large range of software products, for example the Océ PRISMA series, Xerox FreeFlow™ and Xerox DigiPath®.
- Support of RDO files via Océ DPLink.
- Support of a direct copy path from the optional Océ DS60 scanner to the Océ VarioPrint® 6160/6200/6250.

Available documentation

Introduction

Océ delivers the Océ VarioPrint® 6160/6200/6250 with a documentation set. The documentation set contains the following:

- A CD-ROM with all the manuals mentioned below
- A hardcopy of the Safety manual
- Integrated Online Help in the Océ VarioPrint® 6160/6200/6250 printer driver, the Océ VarioPrint® 6160/6200/6250 Settings Editor and other Océ applications.

Main Content of the User Manuals

The following table provides an overview of the main content of the user manuals.

[1] Main Content of the User Manuals

User Manual	Main content
Operating information	<ul style="list-style-type: none"> ■ Overview of the main system components ■ Working with the operator panel ■ Handling and managing jobs on the operator panel ■ Adding media, toner and staples.
Workflow	<p>Use the Océ VarioPrint® 6160/6200/6250 in combination with</p> <ul style="list-style-type: none"> ■ Océ PRISMAproduction® ■ Océ PRISMAprepare® ■ Océ Doc Works® ■ Océ DPconvert™ ■ Océ DocSetter® ■ Xerox® DigiPath® ■ Xerox® FreeFlow™.
Maintenance tasks	<ul style="list-style-type: none"> ■ Replacing parts ■ Cleaning parts ■ Clearing a paper jam in the engine module.
Safety information	<ul style="list-style-type: none"> ■ Instructions for safe use ■ Safety data sheets.

Chapter 2

Power information



The power modes

Introduction

This section describes the main power modes of the printer. Refer to the Product safety data sheet in the Océ VarioPrint® 6160/6200/6250 Safety manual for information on power consumption.



Note: *The table in this section describes, among other things, the low-power mode and the sleep mode. These modes are energy-saving modes. You can set the timers for these modes in the Océ VarioPrint® 6160/6200/6250 Settings Editor on the controller. Furthermore, you can set a calendar timer in the Océ VarioPrint® 6160/6200/6250 Settings Editor. The printer will then wake up from the sleep mode at the indicated time. You can use the calendar timer to make sure that the printer is ready for use at the beginning of your working day. The printer can warm up before you start your working day. Refer to the online help on the Océ VarioPrint® 6160/6200/6250 Settings Editor for more information about these timers.*

Description of the power switch and the On/Off button

The printer has the following switch and button to control the power supply.

- Power switch 

The power switch is located at the rear of the printer. The power switch connects and disconnects the printer to the power outlet.

- On/Off button with amber and green LEDs 

The On/Off button is located on the engine module ([see 'Introduction to the main system components' on page 22](#)). The On/Off button allows you to toggle between various system statuses. This is only possible if the power switch  is in the '1' position and the start-up phase has been completed.

Description of the main power modes

[2] The main power modes

(1 – 2)

Power mode	Description	Status of the On/Off button 	Status of the Hold button  and Release button 
Off	The printer is completely off. The power switch  is off. There is no power consumption. The system cannot receive or print jobs.	Off	Off
Starting up (divided into 2 stages)	Stage 1: After you press the power switch  but before you press the On/Off button  .	Blinking amber	Off
	Stage 2: After you press the On/Off button  .	Continuous green	On
Stand-by mode	The printer is ready to print jobs.	Continuous green	On
Run mode	The printer is busy.	Continuous green	On
Low-power mode	The printer automatically enters the low-power mode if the printer has been in stand-by mode for a defined time during which none of the buttons were pressed. The printer wakes up when a job arrives in the list of 'Scheduled jobs' or when you press a button. The printer will start to warm up.	Continuous green	On

[2] The main power modes

(2 – 2)

Power mode	Description	Status of the On/Off button 	Status of the Hold button  and Release button 
Going into sleep mode	The printer is preparing to go into sleep mode.	Blinking amber	On
Sleep mode	<p>The printer automatically goes from low-power mode into sleep mode after a defined time. You can also put the printer into sleep mode manually. Press the On/Off button  to do this. The printer will enter sleep mode as soon as the 'Scheduled jobs' list is empty.</p> <p>The printer will wake up from sleep mode when you press the On/Off button  or when the calendar timer expires. The printer will also wake up when a printable job arrives in the 'Scheduled jobs' list, provided that the 'Automatic wake-up' function in the Océ VarioPrint® 6160/6200/6250 Settings Editor is enabled.</p>	Continuous amber	Off

Turn on the printer

Introduction

This section describes how to turn on the printer when the printer is completely off.



Note: When the printer is in sleep mode (see *'The power modes' on page 14*), you must press the On/Off button  to wake up the printer.

Turn on the printer

1. Press the power switch  on the back of the printer.
The On/Off button  blinks amber while the system starts up.
Wait until the operator panel asks you to press the On/Off button .
 2. Press the On/Off button .
- The On/Off button  is continuously green.
The system warms up.

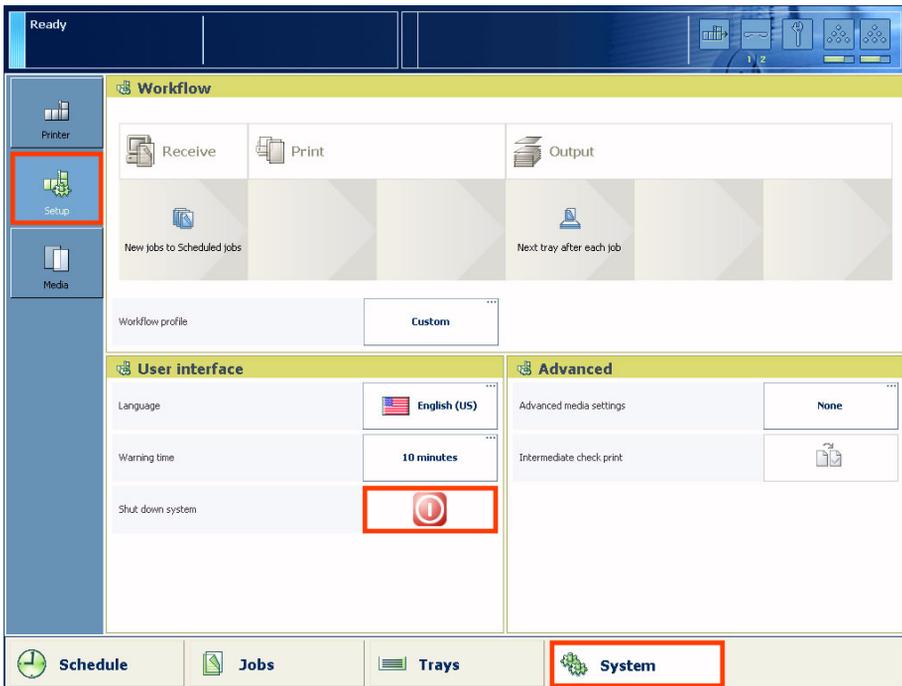
Shut down the printer

Introduction

This section describes how to shut down the printer completely, for such occasions as the holidays, for example.

Note: *If you want to put the printer into sleep mode manually (see 'The power modes' on page 14), for example at the end of a working day, you must press the On/Off button . The printer will then go into sleep mode as soon as the list of 'Scheduled jobs' is empty. When the printer is in sleep mode, the On/Off button  is continuously amber.*

Illustration



[1] Shut down the printer

Shut down the printer

1. Press the 'System' button on the operator panel.
2. Press the 'Setup' button.
3. Press the 'Shut down system' button in the 'User interface' section.
A dialog box asks you to confirm that you really want to shut down the printer.

4. Press 'Yes'.

A message indicates when the shutdown will begin. Wait until the following has happened.

- The Hold button  and the Release button  are off
- The On/Off button  blinks amber
- The operator panel screen is off.

5. Press the power switch  on the back of the printer.

Chapter 3

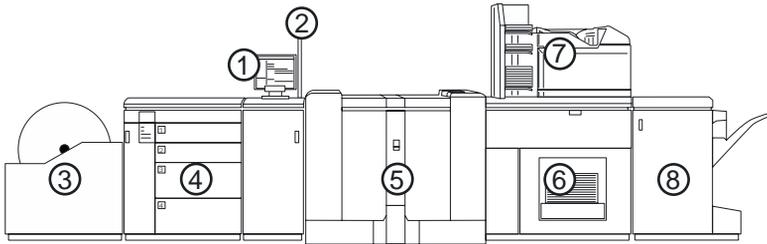
Overview of the system components



Introduction to the main system components

Introduction

The following illustration shows the main system components. The table describes the main components. Please follow the links in the table for comprehensive information.



[2] The main system components

The main system components

[3] The main system components

(1 – 2)

	Component	Function
1	Operator panel	The operator panel helps you with your daily work, for example the scheduling of the jobs. Furthermore, the operator panel helps you to solve errors or perform maintenance tasks (see ‘The operator panel’ on page 24).
2	Operator attention light	The operator attention light enables you to check the status of the system from a distance (see ‘The operator attention light’ on page 27).
3	Roll feeder (optional)	A roll feeder is an optional device that adds paper input capacity to your printer. When you use a roll feeder, you can only use 1 or 2 paper modules. A combination of 3 paper modules and a roll feeder is not possible. The operator panel displays the roll feeder and gives feedback about the status of the roll feeder. For example whether the roll is full or empty. Please refer to the documentation of the roll feeder manufacturer for more information, for example about replacing an empty roll.

[3] The main system components

(2 – 2)

	Component	Function
4	Paper module	The paper module contains 4 paper trays. The paper trays contain the media that will be printed. The default configuration of the system contains 1 paper module. You can add 1 or 2 more paper modules to the default configuration to increase the media input capacity (see <i>'The paper modules' on page 32</i>).
5	Engine module	The engine module contains the components that print the media. Access to the engine module is only required when a paper jam occurs or when maintenance is required. The doors at the left-hand side and right-hand side of the engine module give access to the toner units (see <i>'Add toner' on page 156</i>).
6	Stacker	The stacker is the output location of a default configuration. The system supports up to 3 stackers <i>The output locations on page 29</i> .
7	Finisher (optional)	The finisher on top of the stacker is an optional output location for the print jobs. The finisher can staple the jobs <i>The output locations on page 29</i> .
8	Stacker/stapler (optional)	The stacker/stapler is an optional output location for the print jobs <i>The output locations on page 29</i> . The stacker/stapler supports a large number of media sizes <i>Product specifications on page 170</i> .

The operator panel

Introduction

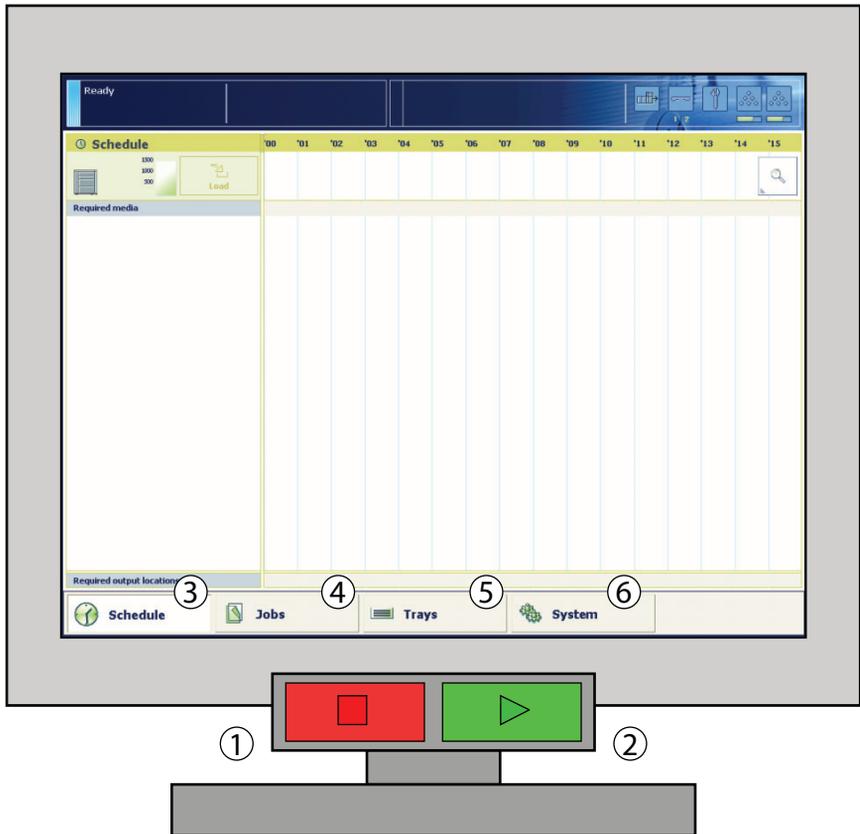
The operator panel is a touch screen panel. You must touch the buttons on the operator panel to access the various functions. The operator panel is divided into 4 main views. The taskbar at the bottom of the screen contains the buttons that give access to the 4 main views. Furthermore, the operator panel has 2 hardkeys ( and ) at the bottom of the panel.

This section gives an overview of the main keys and buttons of the operator panel.



Note: *You can clean the screen of the operator panel with a 50% mix of water and isopropyl alcohol (K2). Use a lint-free cloth. Always put the cleaner onto the cloth and not directly on the screen.*

Illustration



[3] The operator panel

The main components of the operator panel

[4] The main components of the operator panel

(1 – 2)

	Component	Function
1	Hold key <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Put the printer on hold ■ Stop printing after a set ■ Stop printing as soon as possible (see ‘Stop a job’ on page 62).
2	Release key <input type="checkbox"/>	<ul style="list-style-type: none"> ■ Allow the printer to print ■ Resume printing when the printer is on hold.

[4] The main components of the operator panel

(2 – 2)

	Component	Function
3	'Schedule' button	Access the 'Schedule' view (see <i>'Introduction to the 'Schedule' view' on page 39</i>).
4	'Jobs' button	Access the 'Jobs' view (see <i>'Introduction to the 'Jobs' view' on page 65</i>).
5	'Trays' button	Access the 'Trays' view (see <i>'Introduction to the 'Trays' view' on page 105</i>).
6	'System' button	Access the 'System' view (see <i>'Introduction to the 'Printer' section' on page 110</i>) (see <i>'Introduction to the 'Setup' section' on page 119</i>) (see <i>'Introduction to the 'Media' section' on page 137</i>)

The operator attention light

Introduction

The operator attention light informs you about the status of the system. To improve productivity, the system can warn you before the printer stops. You can set the warning time on the operator panel (see *'Change the warning time' on page 128*). The operator attention light contains 3 lights (red, orange and green) that indicate the current status of the system. The colors of the lights match the status currently indicated on the operator panel. For example, if operator interaction is required soon, both the dashboard (see *'The dashboard' on page 36*) and the operator attention light will display an orange warning. The dashboard displays a message with the required action.

This section describes the meaning of the colors of the operator attention light.



[4] The Operator Attention Light

Status colors

[5] The colors of the operator attention light

(1 – 2)

Color	Description
Red	The printer has stopped, for example because a required media type is not available or an error has occurred. Operator attention is required now.
Orange	The printer will stop soon, for example, because an output location is almost full. The orange light lights up when the printer reaches the warning time. Operator attention is required soon.

The operator attention light

[5] The colors of the operator attention light

(2 – 2)

Color	Description
Green	The printer is busy printing. The printer can print longer than the defined warning time. Operator attention is not required.
All lights off	The printer is idle. There are no jobs scheduled for printing.

The output locations

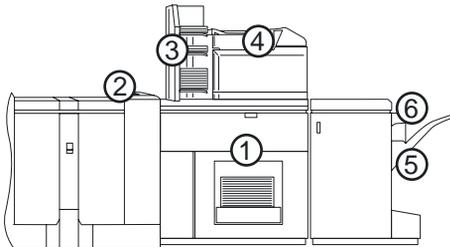
Introduction

The Océ VarioPrint® 6160/6200/6250 supports several output locations for the printed jobs. The default configuration of your printer contains a stacker and the system output. The finisher, including the finisher upper output, and the stacker/stapler are optional output locations. Furthermore, you can connect several optional external finishers to the printer.



Note: *You need the optional finisher, the optional stacker/stapler or another optional external finisher to staple the jobs.*

Illustration



[5] The output locations

Overview of the output locations

[6] Description of the output locations

(1 – 2)

	Component	Description
1	'Stacker'	<p>The stacker is the main output location of a default Océ VarioPrint® 6160/6200/6250 configuration. The stacker capacity is 6,000 sheets, in 2 stacks of 3,000 sheets each (based on media of 80 g/m² or 20 lb. bond).</p> <p>The stacker does not contain stapler cartridges. Therefore, the stacker cannot be the output location for jobs that require staples.</p>
2	'System output'	<p>The system output is the output location for the following prints.</p> <ul style="list-style-type: none"> ■ Error prints ■ Configuration reports ■ Job tickets ■ The test sheets for the media registration. <p>Make sure that you regularly remove the sheets from the system output.</p>
3	'Finisher'	<p>The optional finisher contains the following output trays.</p> <ul style="list-style-type: none"> ■ 3 Output trays ■ 1 Upper output (see no. 4 below) <p>The finisher contains 2 stapler cartridges to staple the jobs. The 3 output trays can receive A4, Letter and similar media sizes. Stapled jobs (A4, Letter and similar media sizes only) go into the output trays. The total capacity of the output trays is 3,700 sheets (media of 80 g/m²) (<i>see 'Product specifications' on page 170</i>).</p>
4	'Finisher upper output'	<p>The finisher upper output is part of the finisher. The upper output receives the following media.</p> <ul style="list-style-type: none"> ■ A3, Ledger and similar large media sizes ■ Jobs with mixed media sizes that contain A3, Ledger or similar large media sizes. <p>The capacity of the finisher upper output is 500 sheets (media of 80 g/m²).</p> <p> Note: <i>The upper output does not contain stapler cartridges. Therefore, the upper output cannot be the output location for jobs that require staples.</i></p>

[6] Description of the output locations

(2 – 2)

	Component	Description
5	'Stacker/stapler'	<p>The stacker/stapler contains 1 stapler cartridge to staple the jobs. The stapler cartridge can staple your document with 1 or 2 staples. The stacker/stapler can stack and staple various media sizes. The device supports the stapling of mixed media sizes, as long as the width of the media is the same. The capacity of the lower tray is 2,000 sheets (media of 80 g/m²) <i>Product specifications on page 170.</i></p> <p> Note: <i>The stacker/stapler does not support the stapling of tab sheets.</i></p>
6	'Stacker/stapler upper output'	<p>The upper output is the upper tray of the stacker/stapler. The capacity of the upper output is 250 sheets (media of 80 g/m²).</p>

The paper modules

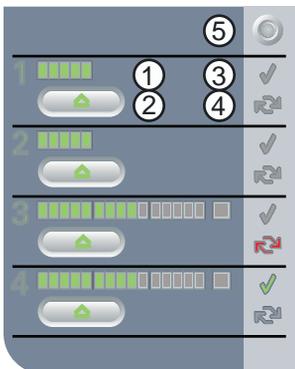
Introduction

The paper trays contain the media that are required for the print jobs. The default configuration of the Océ VarioPrint® 6160/6200/6250 contains 1 paper module with 4 paper trays. You can add 1 or 2 more paper modules to the default configuration. Then the total number of paper trays is extended to 8 or 12 respectively. You can find more information about the capacities of the paper trays and the supported media size in the appendix of this Operating information ([see 'Product specifications' on page 170](#)).

This section describes the control panel on the paper modules.

Note: *You can use the control panel on the paper modules to open the paper trays and load the media. However, the recommended way to open the paper trays and assign the media is via the 'Schedule' view ([see 'Example of a workflow' on page 46](#)). You can also open the paper trays and/or assign the media via the 'Trays' view ([see 'Assign the media to a paper tray' on page 108](#)).*

Illustration



[6] The control panel on the paper modules

The control panel

Each paper module contains a control panel next to the upper paper tray. The control panel consists of 4 sections that correspond with the 4 paper trays. Each section displays the current filling level of the corresponding paper tray. Furthermore, the control panel indicates whether or not the media in the paper tray is assigned. The following table describes the various parts of the control panel.

[7] The parts of the control panel

Number	Description
1	The LEDs indicate the current amount of sheets in the corresponding paper tray. Each lit-up LED indicates the presence of about 100 sheets (based on media of 80 g/m ² or 20 lb bond).
2	Press the button to open the corresponding paper tray. You can only open 1 paper tray at a time.
3	When the check mark is green, the media in the paper tray is defined. The system knows which media is in the paper tray.
4	When the arrows are red, the media in the paper tray is not defined. The system does not know which media is in the paper tray. The 'Trays' view on the operator panel indicates that no media is assigned to the paper tray.
5	<p>The 'Not assigned' button. This button applies to the paper tray in which you have just placed the media.</p> <p>You can press the 'Not assigned' button when you load a new media type into a paper tray without defining this media type on the operator panel first. Then the printer cannot accidentally use the media in this paper tray before the media is correctly defined on the operator panel. You can define the media type in the 'Trays' view on the operator panel later (see 'Assign the media to a paper tray' on page 108).</p> <p> Note: <i>Make sure that the paper tray is open when you press the 'Not assigned' button.</i></p>

Chapter 4

Working with the operator panel



Introduction

The dashboard

Introduction

The dashboard is the upper blue part of the operator panel. The dashboard is always visible, irrespective of the current view (see *'The operator panel' on page 24*). The dashboard gives the following feedback.

- The status of the system
- The current process
- Instructions for the operator
- The status of the supplies
- The status of the external finisher, if applicable
- Whether maintenance is required.

Illustration

The following illustration shows the dashboard while the printer is busy. The vertical status bar is green. No action is required.



[7] The dashboard - No action is required

The following illustration shows the dashboard while the printer is busy. The vertical status bar is orange. Next to the status bar, the dashboard displays a message that indicates which action is required soon.



[8] The dashboard - Action is required soon

The parts of the dashboard

[8] The dashboard

(1 – 2)

Number	Function
1	<p>Display the status of the system, for example 'Initializing...', 'Printing...' or 'Printing will stop...'. Each status message can have a sub-message with additional information.</p>
2	<p>Display the file name of the current job (for document printing) or current stream (for stream printing). Furthermore, the progress of the current job is displayed. For document printing, the counter can display the following information.</p> <ul style="list-style-type: none"> ■ Set X of Y ■ Page X of Y ■ Sheet X of Y or Sheet X. <p>X represents the current status of the print job. Y represents the total number of sets, pages or sheets of a print job. When the sorting method for a job is set to 'sort by set', and a set contains at least 40 pages, then the dashboard displays the set count (Set X of Y) and the page count (Page X of Y) for the set. When a set contains less than 40 pages, then the dashboard only displays the set count (Set X of Y). When the sorting method for a job is set to 'sort by page', or when you print stream jobs, then the dashboard only displays a sheet count.</p>

Number	Function
3	<p>Display the action that you must do now or soon. The colors of the vertical status bar on the left-hand side match the colors of the operator attention light (see <i>'The operator attention light' on page 27</i>). When the color is orange or red, a message indicates the required action.</p> <p>Orange means that action is required soon. How long before an upcoming action the operator panel starts to display the message depends on the defined warning time (see <i>'Change the warning time' on page 128</i>).</p> <p>Red means that action is required now.</p> <p> Note: <i>The operator panel can display only one message at a time. If there are more messages, the operator panel displays the first required or most important message.</i></p>
4	<ul style="list-style-type: none"> ■ Display the status of the toner reservoirs (see <i>'Check the status of the toner reservoirs' on page 112</i>) and the stapler cartridges (see <i>'Check the status of the stapler cartridges' on page 114</i>). ■ Display the status of the external finisher, if applicable. ■ Display a warning that maintenance is required. If maintenance is required soon, the maintenance icon becomes orange . If maintenance is required now, the maintenance icon becomes red . <p>Note: <i>Only key operators who received the special Océ maintenance training are allowed to do maintenance tasks.</i></p>

The Schedule view

Introduction to the 'Schedule' view

Introduction

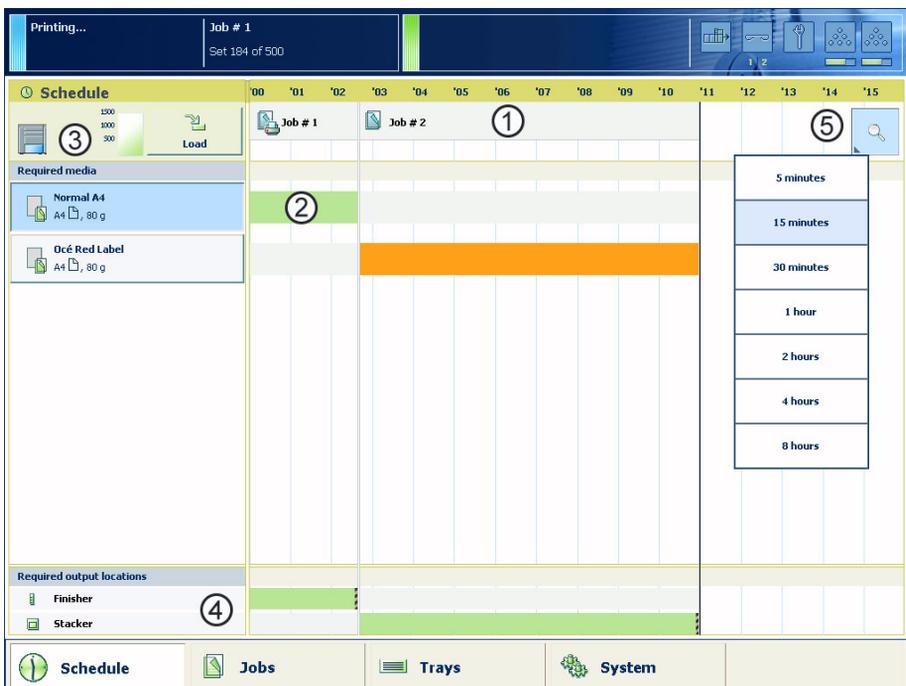
The 'Schedule' is your daily planning board for print jobs. The 'Schedule' helps you to keep the Océ VarioPrint® 6160/6200/6250 running.

This section shows and describes the main parts of the 'Schedule'. You can find more information about the practical use of the 'Schedule' in the next section (see ['Example of a workflow' on page 46](#)).



Note: The descriptions of the colors of the bars and the indication of the required amount of sheets are only valid for document printing. For streaming jobs , all the bars remain grey until the paper trays are empty or the output locations are full. Then the printer stops and the bars become red. Furthermore, the media toolbar does not indicate the required amount of sheets.

The 'Schedule' view



[9] The 'Schedule' view

1. The jobs pane

The jobs pane shows the jobs on a timeline. The width of the job corresponds to the (remaining) print time. A vertical line separates the jobs. The vertical line moves to the left as the printing of a job progresses.

An icon and the job name represent a job. The icon indicates the state of the job, for example printing .

Furthermore, the  icon indicates the stop moments of the printer. For example, when the setting 'Confirm start of job' in the workflow profiles (see '[Work with the workflow profiles](#)' on page 121) is set to 'On' or when you use the 'Stop after job' function.

2. The 'Required media' pane

The 'Required media' pane displays the media that are required for each scheduled job. For each required media, the media properties are displayed (see '[Introduction to the 'Trays' view](#)' on page 105). The bars show the availability of the media. The bars can have the following colors.

[9] The colors of the bars

Color of the bar	Description
Green	The required media is available.
Orange	The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
Yellow	The system cannot determine the exact number of sheets that is available in the paper trays.
Red	The media is required now, but not available. The job can only start when you load the required media.

When you print small jobs, the bars for these jobs may not be completely visible. To prevent that you do not see the status of these small jobs, the operator panel can show the following images.



Note: *When you set the zoom control (5) to a shorter time-scale, in most cases the operator panel will display bars for these small jobs.*

[10] The possible display of small jobs

Image	Description
	Green. The required media is available.
	Orange. The media is required in the future, but not available then. For example because the paper trays do not contain sufficient sheets of the required media.
	Red. The media is required now, but not available. The job can only start when you load the required media.

3. The media toolbar

The media toolbar displays the following information for the media that is selected in the 'Required media' pane. Furthermore, the media type toolbar contains the 'Load' button to load and assign the required media.

[11] The icons in the media toolbar

Icon	Description
	<p>The list of 'Required media' shows the required media for the scheduled jobs. When the paper module indicator is completely grey, this means that not one of the required media is available in the paper trays.</p>
	<p>The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in green, the highlighted paper tray contains a media that is required by one of the scheduled jobs.</p>
	<p>The list of 'Required media' shows the required media for the scheduled jobs. When a paper tray is highlighted in blue, the highlighted paper tray contains the media that is also highlighted in blue in the list of 'Required media'.</p>
	<p>A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. If no horizontal lines are visible, the paper trays contain enough sheets to print the job.</p>
	<p>A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, about 800 extra sheets are required.</p> <p> Note: <i>The indicator also indicates the number of sheets that is required when a media is not available in the paper trays.</i></p>
	<p>A job can require more sheets of a certain media than is available in the paper trays. This indicator indicates the number of extra needed sheets. Each horizontal line indicates the need for about 100 sheets. Here, more than 1,500 extra sheets are required.</p>

4. The output locations pane

The output locations pane displays the output locations that are required for the scheduled jobs. The bars show the availability of the output locations. The bars can be the following colors.

[12] The colors of the bars

Color of the bar	Description
Green	The output location is required and available.
Orange	The output location is required in the future, but not available then. For example, because the output location will be full soon.
Red	The output location is required now, but not available. For example, because the output location is full.

5. The zoom control

The zoom control enables you to adjust the time scale visible in the 'Schedule'. When you press the zoom button, a drop-down list appears. Then you can select the desired time scale.

Load the media

Introduction

This section describes how to load the media into a paper tray.

When you load the media via the 'Load' button in the 'Schedule', the paper tray is automatically assigned to the correct media.

When you load and assign the media via the 'Assign' button in the 'Trays' view, you must assign the paper tray to the loaded media manually.



Note: *When no external finisher is connected to the printer, you must put all the media types face up and header up into the paper trays. The tabs of tab sheets must be aligned with the right-hand side. If an external finisher is connected to the printer, you may have to put the media into the paper trays in a different way. Refer to the documentation of the external finisher for more information about how to place the media.*

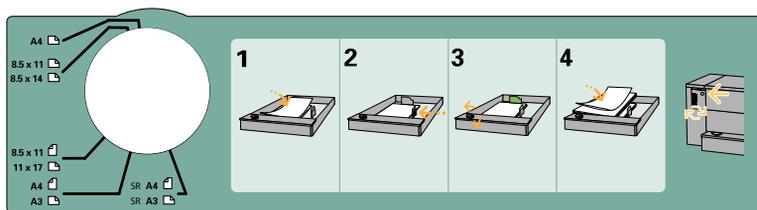
When to do

- The 'Schedule' displays a red bar next to a required media. The red bar indicates that a scheduled job now requires a media that is not available in the paper trays.
- The 'Schedule' displays an orange bar next to a required media. The orange bar indicates that a scheduled job requires media which is either not available in the paper trays or which is available, but not in sufficient quantity to finish the job.
- The current job requires more of the same media than is currently loaded in the paper trays. You can add more of the required media into another paper tray.
- You already want to load and assign media that are required for the next job (work ahead).



Attention: Always put the stack of media aligned with the left-hand side of the paper guides inside the paper trays, as indicated on the sticker inside the paper trays.

Illustration



[19] The sticker inside the paper trays indicates how to load the media

Load the media

1. Put a small stack of media into the paper tray.
2. Press the green handle on the right-hand guide and push the guide against the edge of the media.
3. Turn the green knob to adjust the front guide and the rear guide.
4. Put the rest of the media on top of the small stack.

Note: If you want to assign the media later you must press the 'Not assigned' button (see 'The paper modules' on page 32), as indicated on the right-hand side of the sticker.

Example of a workflow

Introduction

This section gives an example of a workflow for 3 jobs that were sent to the list of 'Waiting jobs' and must be printed. The procedure is divided into the following sub-procedures.

- Move the waiting jobs to the 'Scheduled jobs' and print the first job.
- Prepare the second job for printing (work ahead)
- Prepare the third job for printing (work ahead).

Job requirements

The example in this section is based on the following jobs and job properties.

[13] Overview of the job properties

Job number	Job name	Required media
1	Job # 1	<ul style="list-style-type: none">■ Océ Tab Cards, A4, 80 g/m²■ Océ Red Label, A4, 80 g/m²
2	Job # 2	Océ Black Label, A3, 80 g/m ²
3	Job # 3	Océ Green Label, A4, 120 g/m ²



Note: *Only Océ Red Label is available in one of the paper trays. The other media are not yet available.*

Illustration

The screenshot shows a software interface for managing print jobs. At the top, there is a status bar with 'Ready' and a '1 / 2' indicator. Below this is a toolbar with icons for Properties, To top, Stop after job, Delete, Move, Proof, Ticket, Bundle, and Select. The main area is divided into three sections: 'Printed jobs', 'Scheduled jobs', and 'Waiting jobs'. The 'Waiting jobs' section is currently selected and shows three jobs from the 'Prepress Department'.

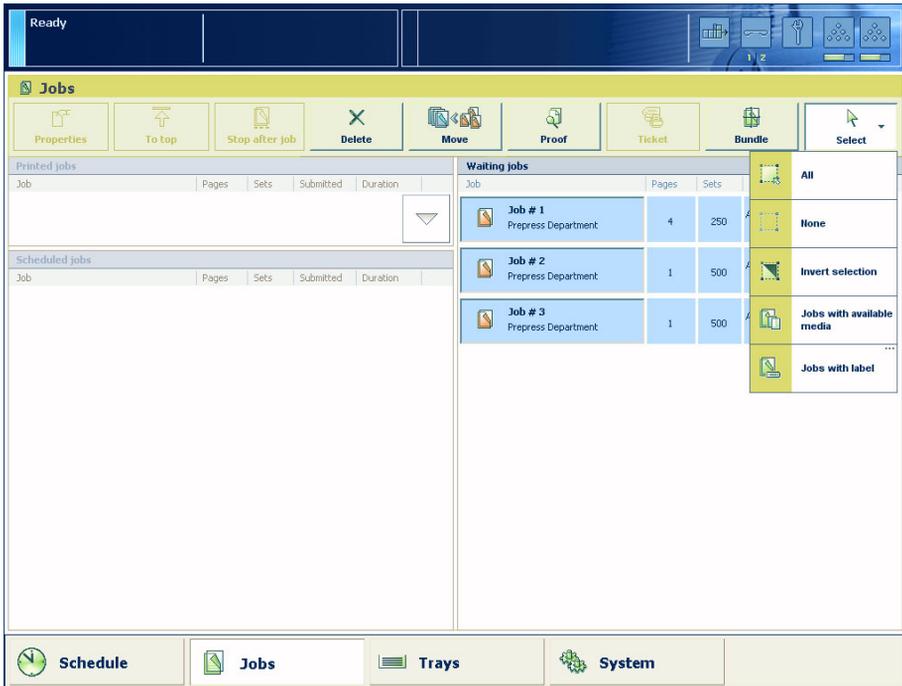
Job	Pages	Sets	Submitted	Duration
Job # 1 Prepress Department	4	250	2006/06/26 11:36:15	0:08
Job # 2 Prepress Department	1	500	2006/06/26 11:37:09	0:04
Job # 3 Prepress Department	1	500	2006/06/26 11:38:02	0:04

At the bottom of the interface, there are four main navigation buttons: 'Schedule', 'Jobs', 'Trays', and 'System'. The 'Jobs' button is currently active.

[20] The starting point

Move the waiting jobs to the scheduled jobs

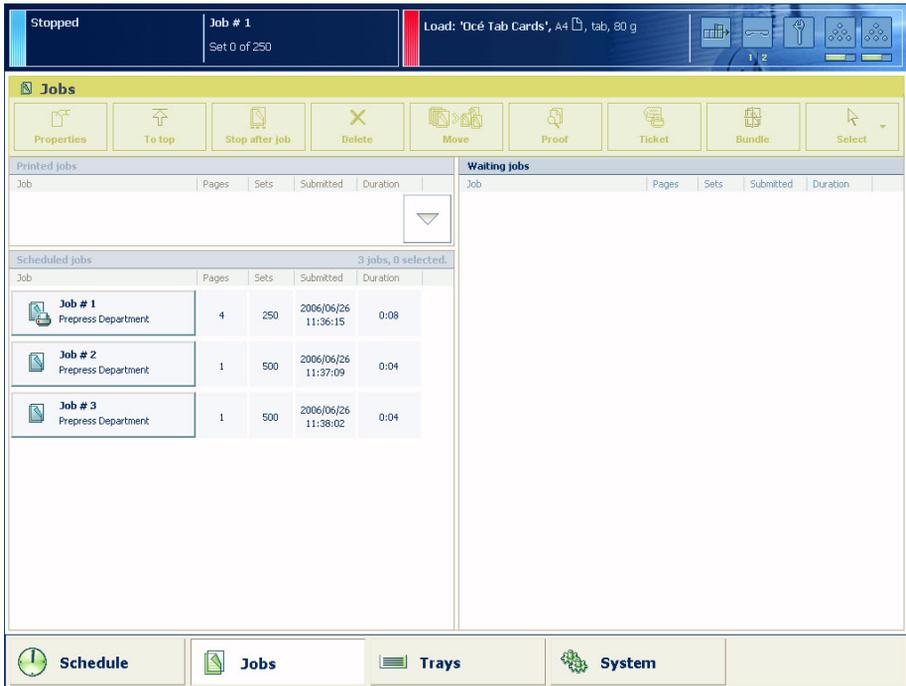
1. From the list of 'Waiting jobs', select the jobs you want to print.
Press the jobs one by one or press 'All' to select all the waiting jobs at once.



[21] Select the jobs

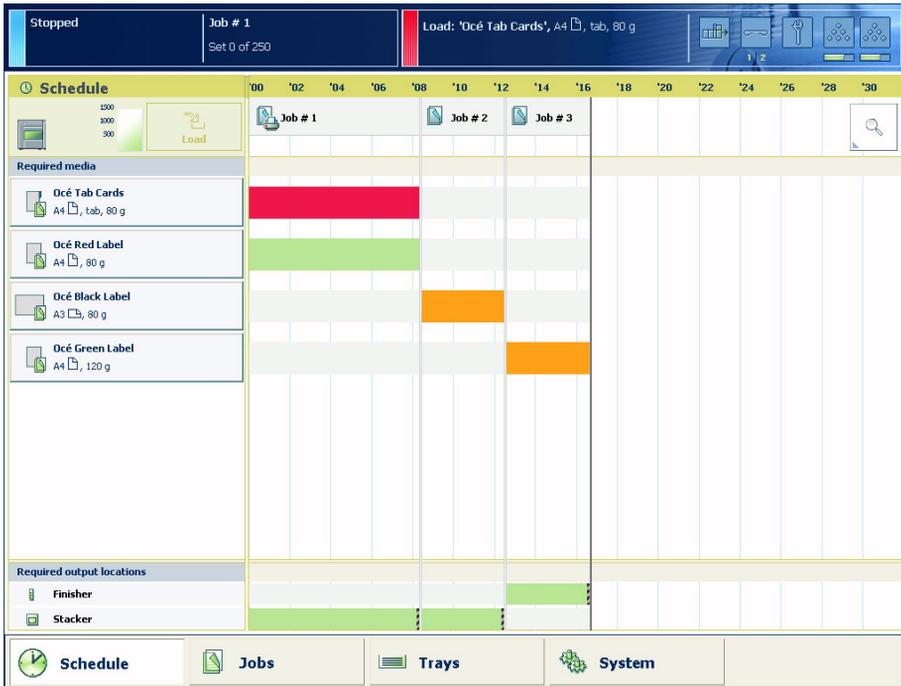
2. Press 'Move' to schedule the selected jobs for printing.
The selected jobs are moved to the list of 'Scheduled jobs'.

Note: The dashboard already indicates that Océ Tab Cards, which is required for the first job, is not available.



[22] 3 Scheduled jobs

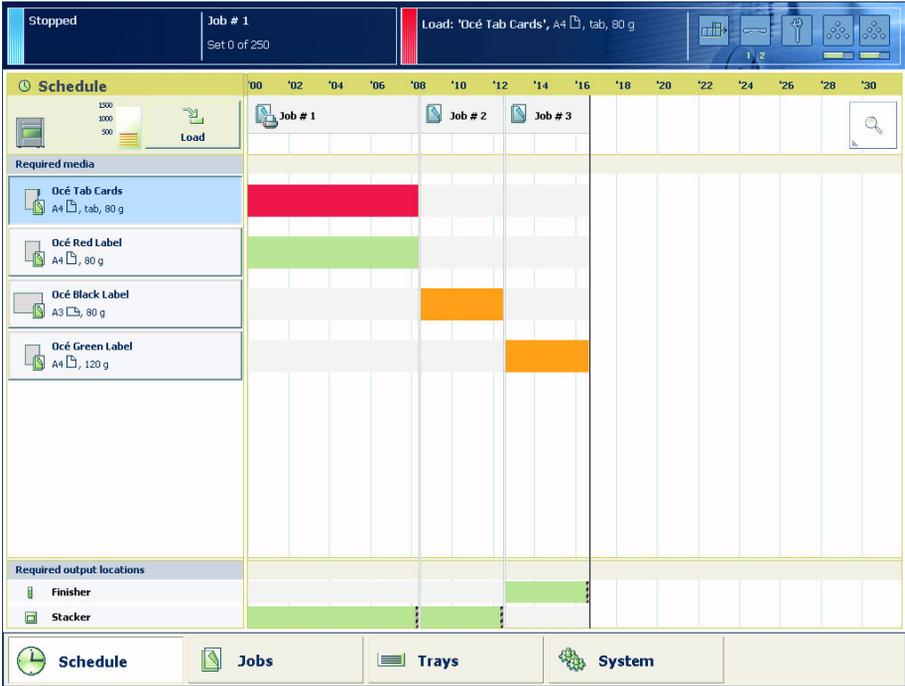
3. Press 'Schedule' to view the list of scheduled jobs (horizontally) and the list of the media that are required for these jobs (vertically).
The 'Schedule' view appears.



[23] The 'Schedule' view

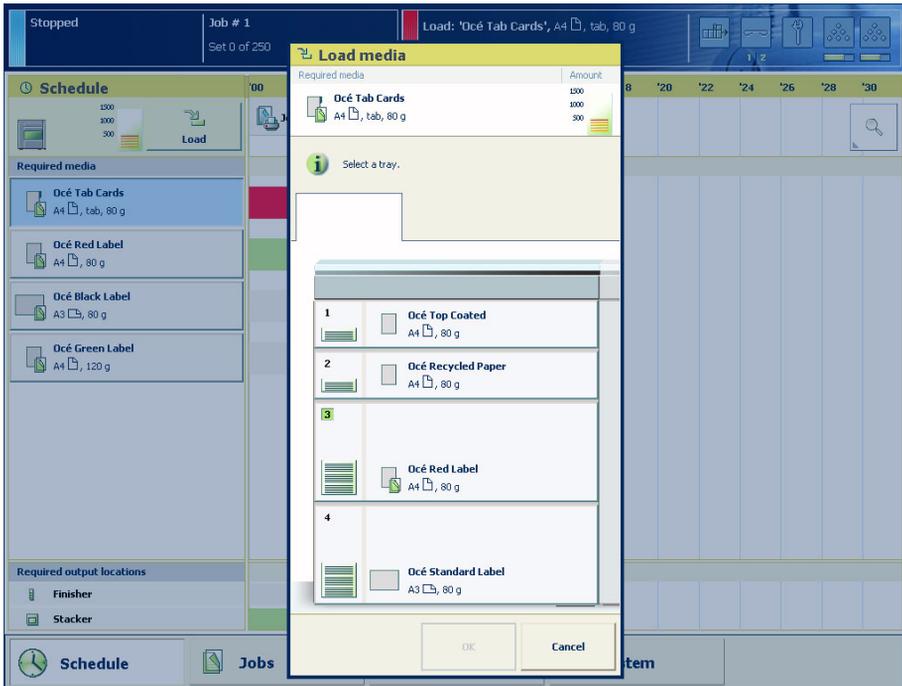
The colored bars mean the following (see *'Introduction to the 'Schedule' view' on page 39*).

- The red bar indicates that Océ Tab Cards is not available in the paper trays. You must load Océ Tab Cards to start the job.
 - The green bars indicate that Océ Red Label and the required output locations are available.
 - The orange bars indicate that the media for the next jobs are not available, but not yet required (Océ Black Label is required in 8 minutes, while Océ Green Label is required in 12 minutes).
4. Press Océ Tab Cards.
The indicator in the toolbar now indicates the required number of sheets for this media type.
 5. Press 'Load' to open the 'Load media' window.



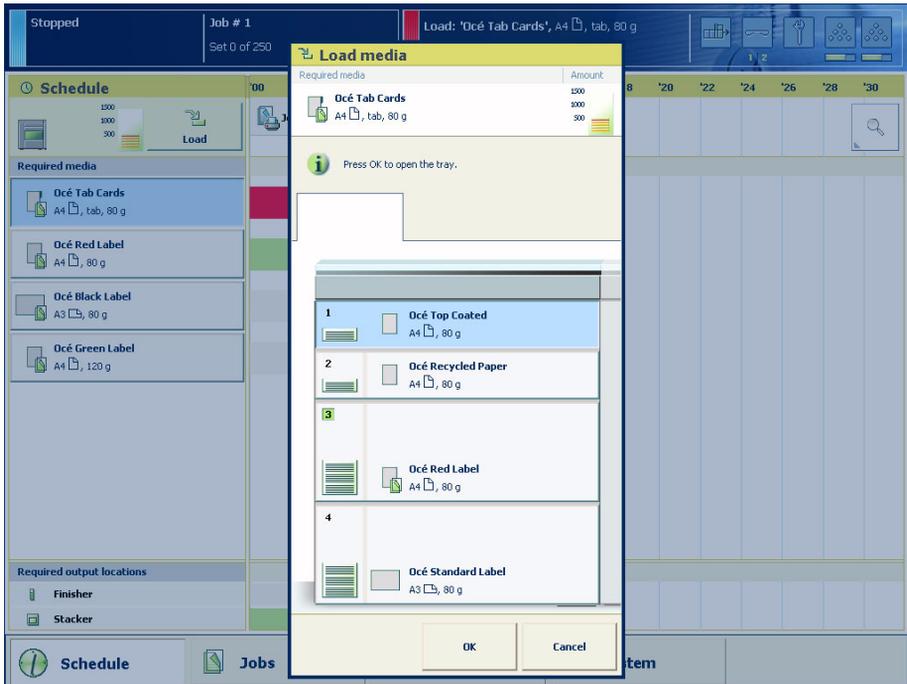
[24] Select the unavailable media

The 'Load media' window appears. At the top, the window displays the name, the properties and the amount of the required media. Now you can load and assign the required media.



[25] Load the media

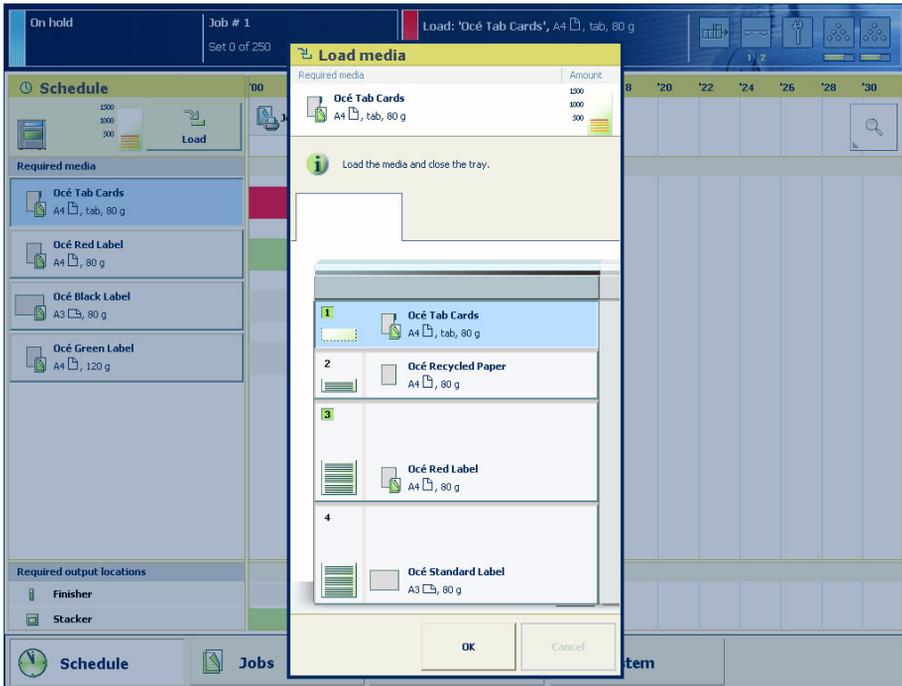
6. First select the paper tray where you want to put the Océ Tab Cards. Select for example tray 1, because that paper tray contains media that no scheduled job currently needs. Then press 'OK'.



[26] Select a tray

The following occurs.

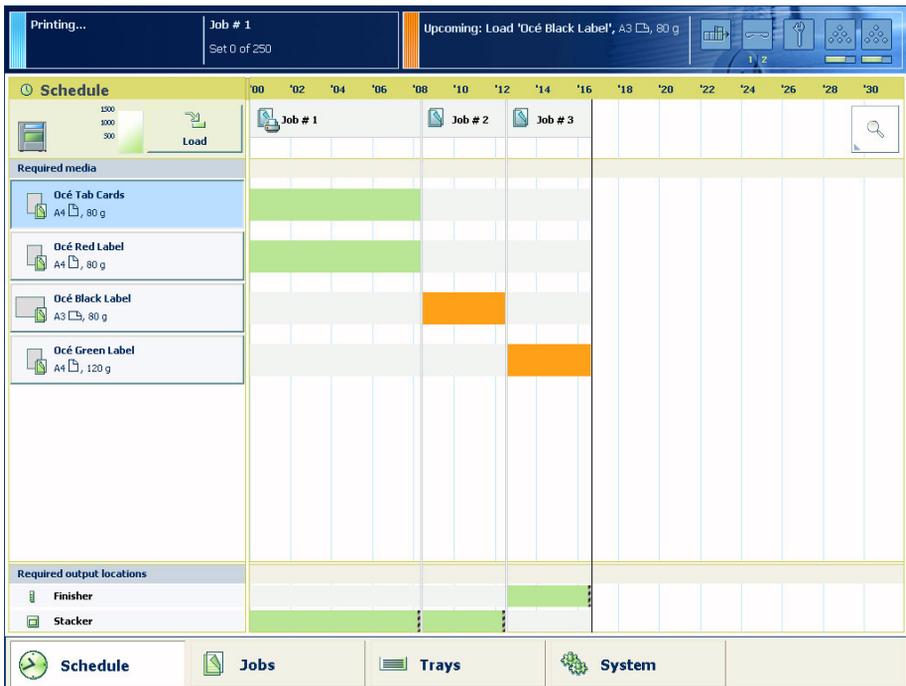
- Paper tray 1 opens.
- The media name is changed into Océ Tab Cards. This indicates that Océ Tab Cards will be assigned to paper tray 1.
- A dotted line indicates that the paper tray is open.



[27] Press 'OK' to open the paper tray

7. Load the Océ Tab Cards into tray 1 (see *'Load the media' on page 44*).
8. Close the paper tray.

The window disappears. The red bar in the 'Schedule' turns green. The warning message in the dashboard disappears. The printing starts because the required media is available now.



[28] Job 1 is printing

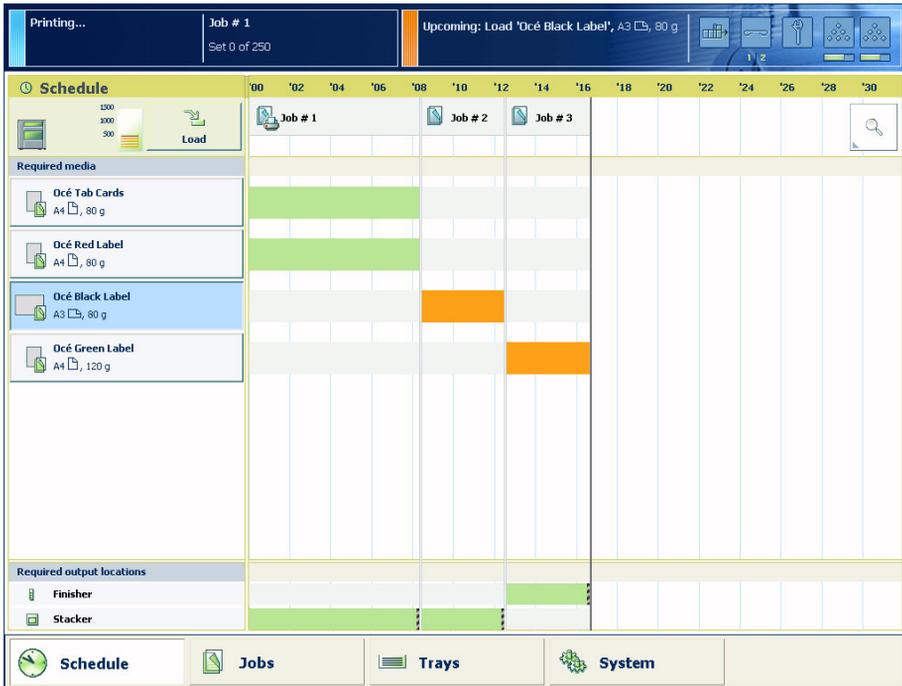
The printer can now print unattended for 8 minutes, as indicated on the timeline. Then the printer stops because the second job needs a media type that is not available (Océ Black Label). However, you can extend the unattended printing time. To do this, you must load the required media for the second job.

Prepare the second job for printing (work ahead)



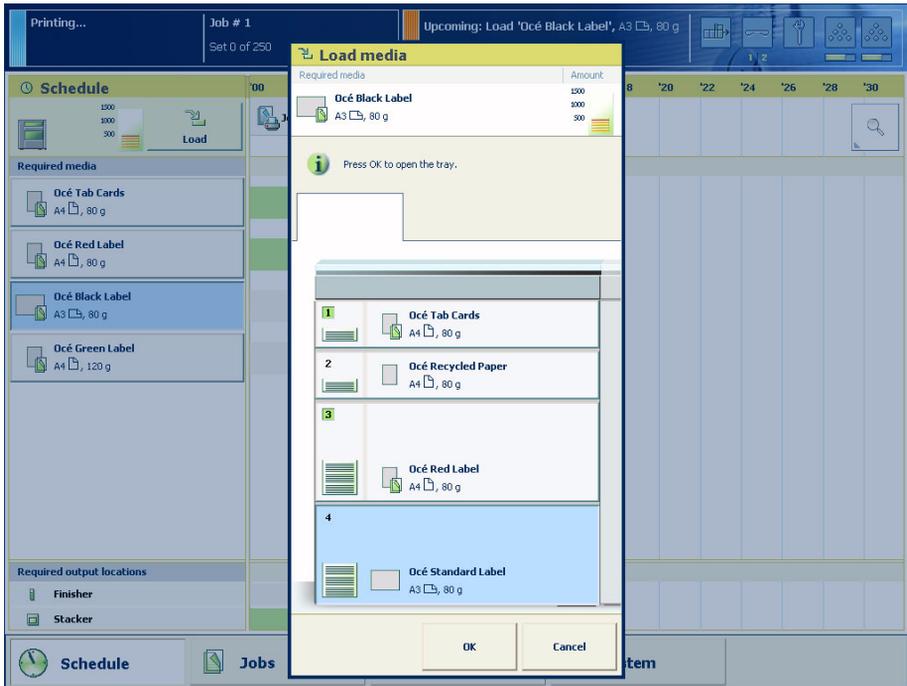
Note: The second job requires Océ Black Label paper, which is not yet available in the paper trays. To prepare the job for printing, you must load the Océ Black Label paper into a tray that is not in use. The following steps describe the procedure.

1. Press Océ Black Label.
2. Press 'Load' to open the 'Load media' window.



[29] Select the unavailable media

3. Select the paper tray in which you want to put the Océ Black Label. Select, for example, tray 4 because that paper tray contains media that no scheduled job currently needs. You can see that tray 4 is not in use because that tray does not have the green "in use" icon . Then press 'OK'.



[30] Load the media

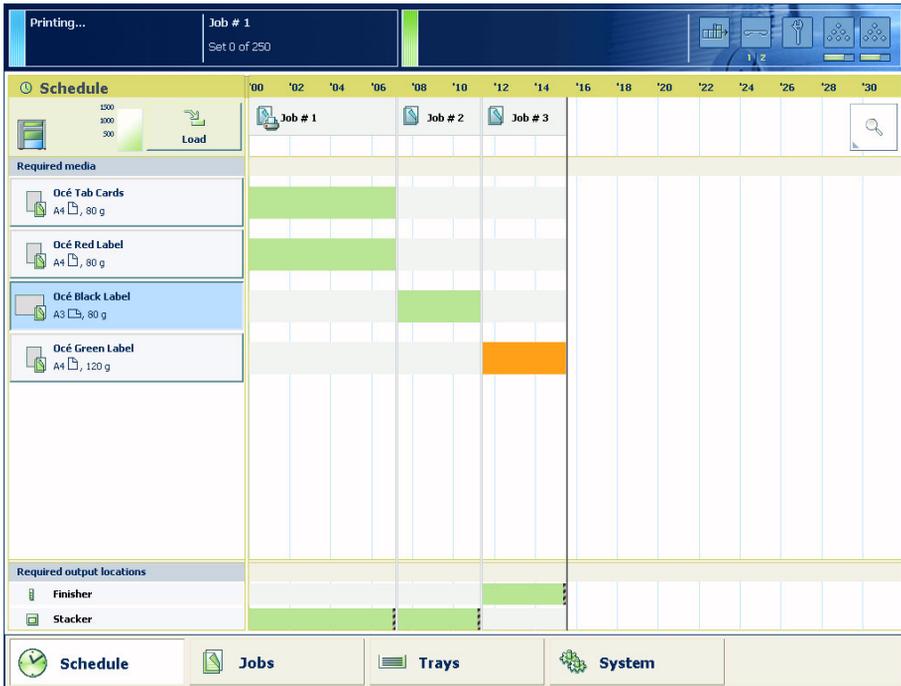
The paper tray opens. The tray is assigned to the required media.

4. Load the Océ Black Label into tray 4.

Note: *If you select a paper tray that is currently in use, the current job will stop. The operator panel will ask you for the media that you just replaced.*

5. Close the paper tray.

The window disappears. The second job is ready for printing.



[31] The second job is ready for printing

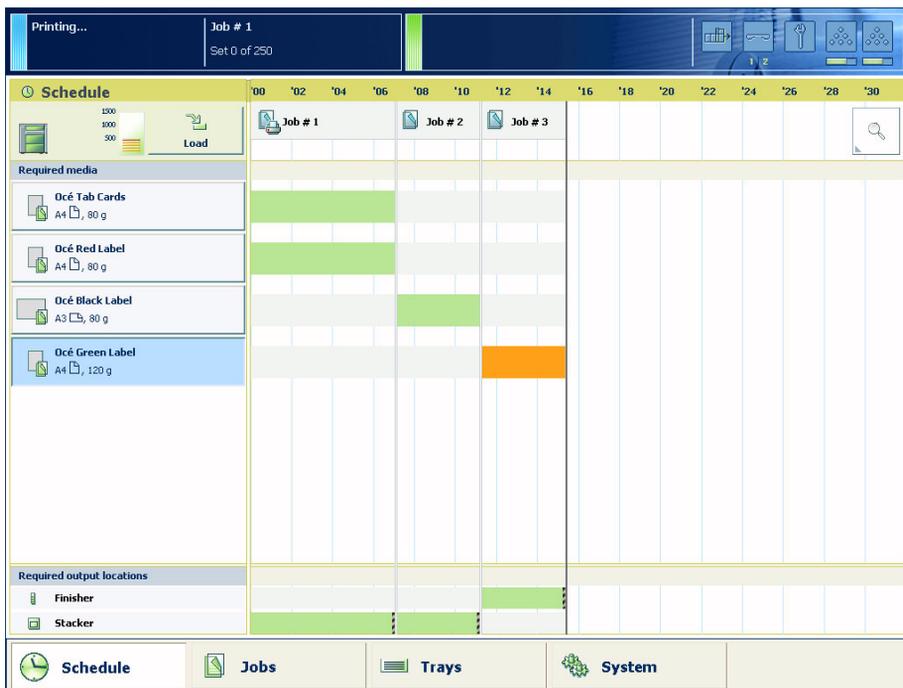
The printer can now print unattended for 11 minutes, as indicated on the time line. Then the printer stops because the third job needs a media type that is not available (Océ Green Label). However, you can extend the unattended printing time. To do this, you must load the required media for the third job.

Prepare the third job for printing



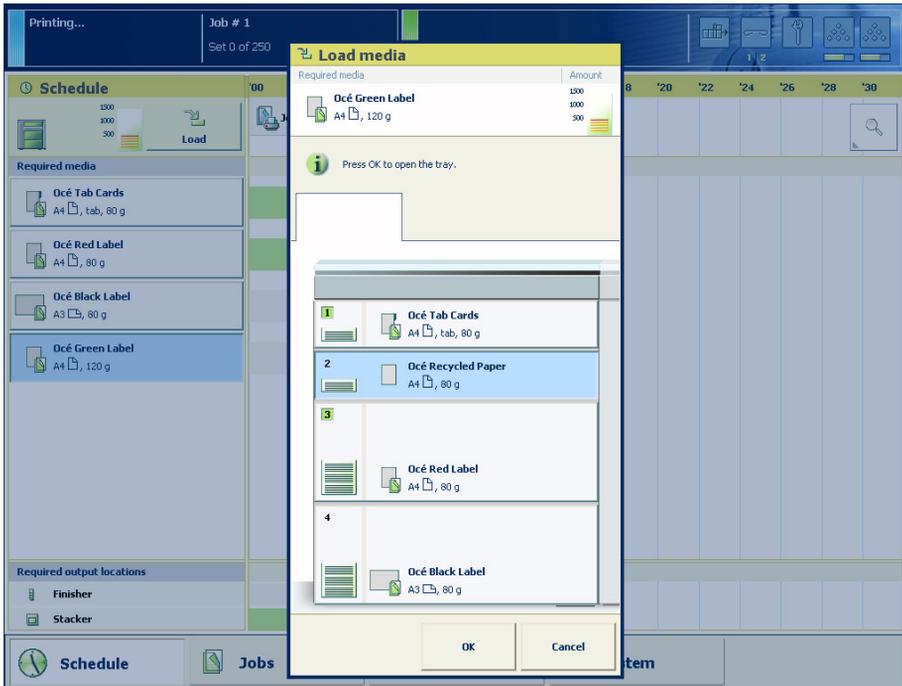
Note: *The third job requires Océ Green Label paper, which is not yet available in the paper trays. To prepare the job for printing, you must load the Océ Green Label paper into a tray that is not in use. The following steps describe the procedure.*

1. Press Océ Green Label.
2. Press 'Load' to open the 'Load media' window.



[32] Select the unavailable media

3. Select the paper tray in which you want to put the Océ Green Label. Select, for example, tray 2 because that paper tray is the only paper tray that is currently not in use. You can see that tray 2 is not in use because that tray does not have the green "in use" icon . Then press 'OK'.



[33] Load the media

The paper tray opens.

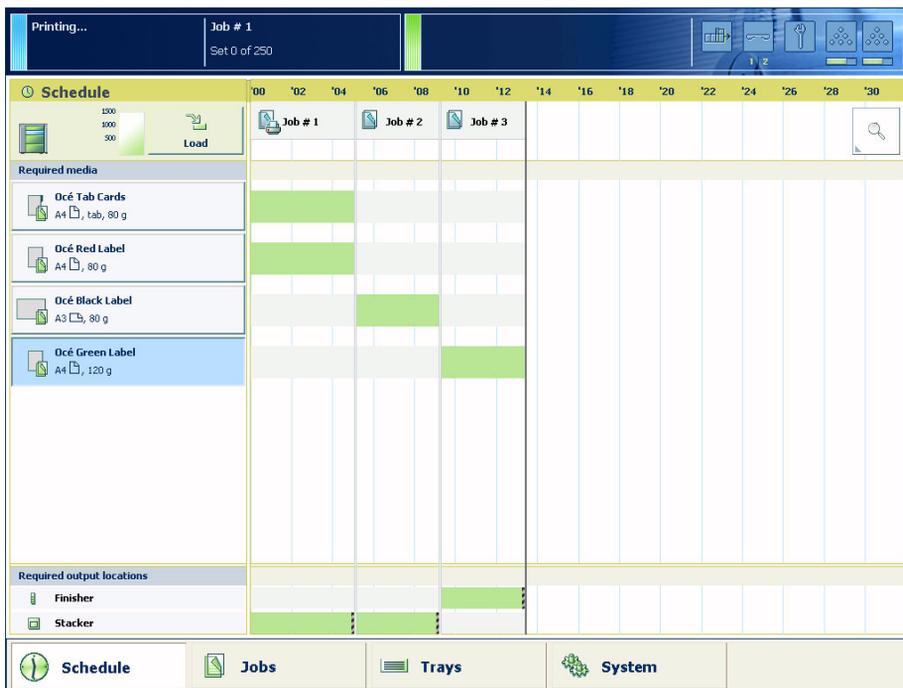
4. Load the Océ Green Label into tray 2.



Note: *If you select a paper tray that is currently in use, the current job will stop. The operator panel will ask you for the media that you just replaced.*

5. Close the paper tray.

The window disappears. The third job is ready for printing.



[34] The third job is ready for printing

The green bars indicate that the Océ VarioPrint® 6160/6200/6250 can print all the jobs. The printer can print unattended for 13 minutes until the list of 'Scheduled jobs' is empty.

Stop a job

Introduction

When the printer is printing a job, you can stop the printer at the following moments.

- Stop after a set
- Stop after a page
- Stop after a job.

The following table gives an overview of the stop behavior of the printer. The procedures in this section describe how to stop the printer via the operator panel.



Note: *You can also stop a job by ejecting a stack of sheets from the stacker. When you press the eject button next to the stacker door 1 time, the stacker ejects the stack when a set is ready. When you press the eject button 2 times, the stacker ejects the stack as soon as possible.*

The stop behavior of the printer

[14] When does the printer stop

When	Then
You press the Hold key <input type="checkbox"/> 1 time	The printer stops when a set of the active print job  is ready (in most cases within 30 seconds).
You press the Hold key <input type="checkbox"/> 2 times	The printer stops as soon as possible (after a page).
You press the 'Stop after job' button in the toolbar of the 'Jobs' view	The printer stops when the selected job is ready. The 'Jobs' view displays a horizontal red and white stop bar below the selected job. The 'Schedule' view displays a vertical stop bar  behind the selected job.
The 'Check first set' setting in a 'Workflow profile' is 'On'(see 'Work with the workflow profiles' on page 121)	The printer stops each time the first set of a print job is ready. You can check the first set before you continue the print job.
The 'Confirm start of job' setting in a 'Workflow profile' is 'On'	The printer stops each time a print job is ready. You must start each job manually.



Note: When you print streaming jobs  or jobs that consist of 1 large set, you must always press the Hold key 2 times to stop the printer.

Stop after a set

Press the Hold key 1 time.

The red LED of the Hold key starts to blink.

The printer stops when a set of the active print job  is ready.



Note: The memory of the printer can contain up to 50 pages. Therefore, it is possible that the printer prints more than a set before the printer stops.

Stop after a page

Press the Hold key 2 times.

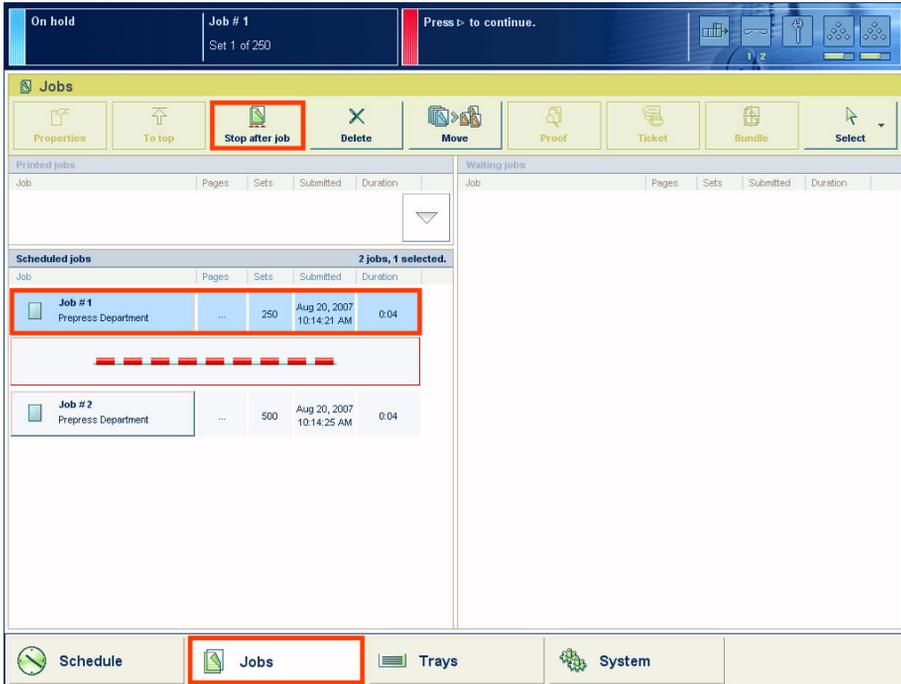
The red LED of the Hold key starts to blink.

The printer stops as soon as possible.

Stop after a job

1. In the list of 'Scheduled jobs' in the 'Jobs' view, press the job after which the printer must stop.
2. Press 'Stop after job'.

The printer stops as soon as the selected job has been printed. A red and white stop bar indicates that the stop-after-job function is active. Press 'Stop after job' again to remove the stop bar and continue printing.



[35] Stop after job

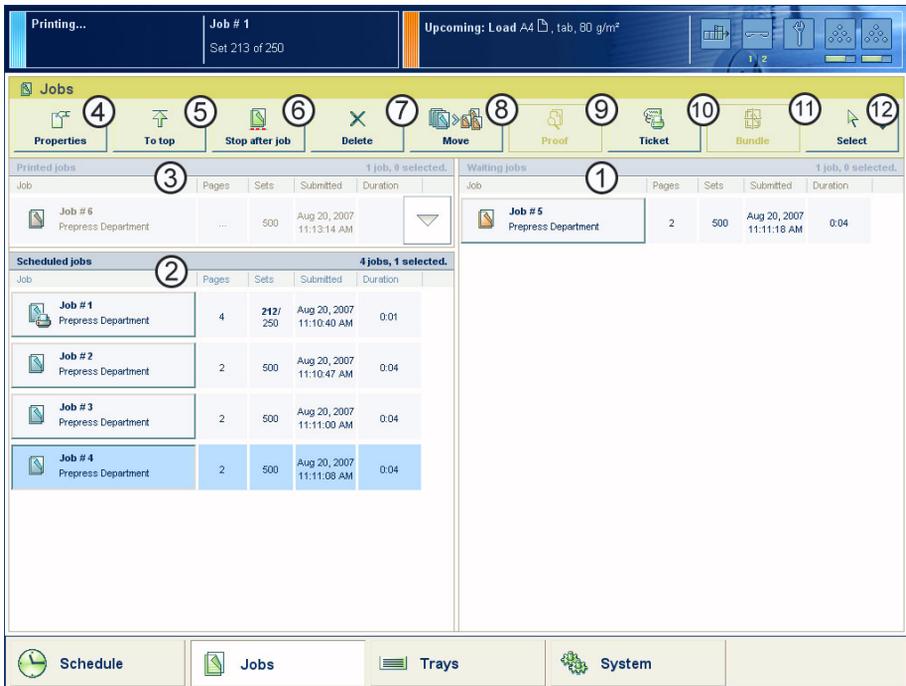
The Jobs view

Introduction to the 'Jobs' view

Introduction

The 'Jobs' view enables you to manage the print jobs on the Océ VarioPrint® 6160/6200/6250 locally. This section describes the items of the 'Jobs' view.

Illustration



[36] The 'Jobs' view

The items of the 'Jobs' view

[15] Description of the 'Jobs' view

(1 – 3)

Number	Item	Function
1	'Waiting jobs'	Display the jobs that are not yet scheduled for printing.
2	'Scheduled jobs'	Display the active print job  and the jobs that are scheduled for printing.

Number	Item	Function
3	'Printed jobs'	Display the jobs that were printed successfully. The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Océ VarioPrint® 6160/6200/6250 Settings Editor is enabled.
4	'Properties' button	Check or change the properties of a job. The button is only enabled when you select 1 job.
5	'To top' button	Give priority to a scheduled job. The job is printed when the active print job  is ready (see <i>'Give priority to a scheduled job' on page 72</i>). The button is only enabled when you select 1 job.
6	'Stop after job' button	Stop the printer after a selected job (see <i>'Stop a job' on page 62</i>). The button is only enabled when you select 1 job.
7	'Delete' button	Delete the selected job(s) (see <i>'Delete a job' on page 73</i>). The button is enabled when you select 1 or more jobs.
8	'Move' or 'Copy' button	<ul style="list-style-type: none"> ■ 'Move' Move a job from the list of 'Waiting jobs' to the list of 'Scheduled jobs' (see <i>'Schedule a waiting job for printing' on page 68</i>), or the other way round (see <i>'Print a scheduled job later' on page 75</i>). The 'Move' button is only active when you work with jobs in the list of 'Scheduled jobs' or 'Waiting jobs'. ■ 'Copy' Send a copy of a job that has been printed before to the list of 'Waiting jobs' to reprint the job (see <i>'Reprint a job' on page 70</i>). The 'Copy' button is only active when you work with jobs in the list of 'Printed jobs'. The button is enabled when you select 1 or more jobs.

[15] Description of the 'Jobs' view

(3 – 3)

Number	Item	Function
9	'Proof' button	<p>Print 1 copy of a job to check whether the result of the print job meets your expectation (see ‘Make a proof’ on page 77). The button is only enabled when you select 1 job.</p> <p> Note: <i>The proof print is not subtracted from the number of sets you defined for this job.</i></p>
10	'Ticket' button	<p>Print an overview of the main job settings and job parameters (see ‘Print the job parameters’ on page 79). The button is only enabled when you select 1 job.</p>
11	'Bundle' or 'Split' button	<p>Combine a number of jobs into 1 job, for example to create a set of documents that are required for a meeting <i>Bundle and split jobs on page 80</i>.</p>
12	'Select' button	<p>Select a number of jobs at the same time. You can use one of the following:</p> <ul style="list-style-type: none"> ■ Use 'All' to select all the jobs in the list. ■ Use 'None' to deselect all the jobs in the list. ■ Use 'Invert selection' to turn the selected jobs into deselected jobs, and the other way round. ■ Use 'Jobs with available media' to select all the jobs for which the media are currently available in the paper trays <i>Print all the jobs for which the media are available on page 84</i>. ■ Use 'Jobs with label' to select all the jobs with a certain label <i>Print the jobs that have a label on page 85</i> <p> Note: <i>The active print job is only selected when the printer is on hold.</i></p>

Note: *Whether a button is enabled depends on the number of selected jobs, the state of the jobs and the list that is active. Not all of the above settings are available for streaming jobs .*

Schedule a waiting job for printing

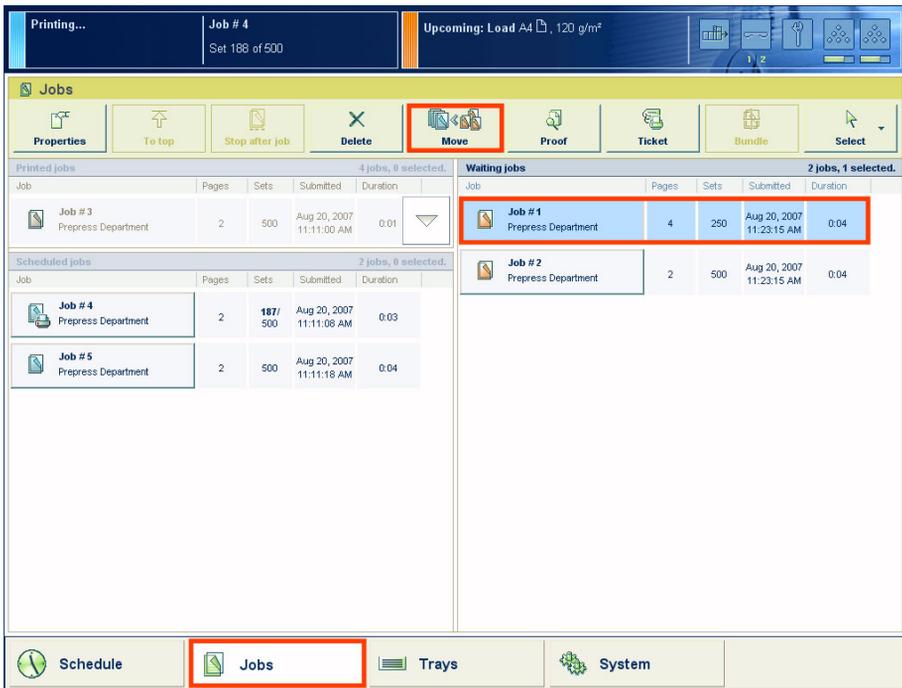
Introduction

When a job is sent to the printer (from a printer driver, a software application or a scanner), the job arrives in the list of 'Waiting jobs' or 'Scheduled jobs'. You can set the preferred destination in the workflow profiles on the operator panel (see *'Work with the workflow profiles' on page 121*).

When you choose to send the jobs to the list of 'Waiting jobs' to have full control over the order in which the jobs will be printed, you must manually move the jobs to the list of 'Scheduled jobs' to print the jobs. However, you can use the options of the 'Select' button to send a number of jobs directly to the list of 'Scheduled jobs'.

This section describes how to schedule a waiting job for printing.

Illustration



[37] Schedule a waiting job for printing

Schedule a waiting job for printing

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs', press the job you want to print.



Note: *You can use the options of the 'Select' button to select a number of waiting jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.*

3. Press 'Move'.
The selected job is moved to the bottom of the list of 'Scheduled jobs'.

Reprint a job

Introduction

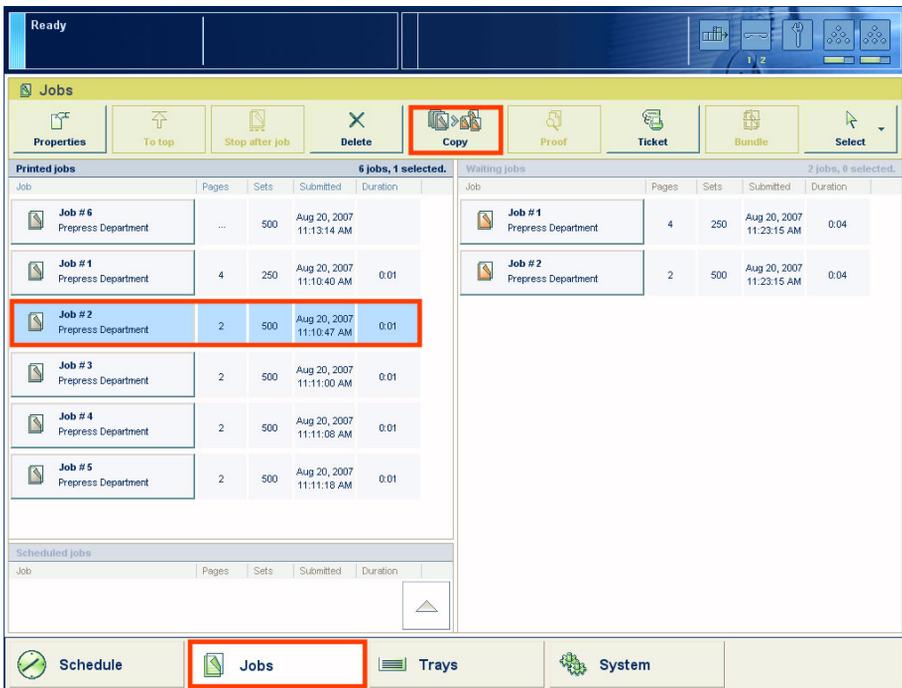
When the Océ VarioPrint® 6160/6200/6250 has successfully printed a job, the system can move the job to the list of 'Printed jobs'. This list can temporarily store the printed jobs. The list of 'Printed jobs' is not an archive. It is intended to enable you to reprint a job quicker and easier. Each printed jobs remains in the list of 'Printed jobs' for 24 hours. Then the job is automatically removed from the system.

When you reprint a job from the list of 'Printed jobs', the job is not moved. The original job remains in the list of 'Printed jobs'. The system only sends a copy of the job to the list of 'Waiting jobs'. You cannot send a job directly to the list of 'Scheduled jobs'. If you no longer need a job, you can delete the job from the list of 'Printed jobs'. This section describes how to reprint a job.



Note: *The system only moves the printed jobs to the list of 'Printed jobs' when the setting 'Job history' in the Océ VarioPrint® 6160/6200/6250 Settings Editor is enabled.*

Illustration



[38] Reprint a job

Reprint a job

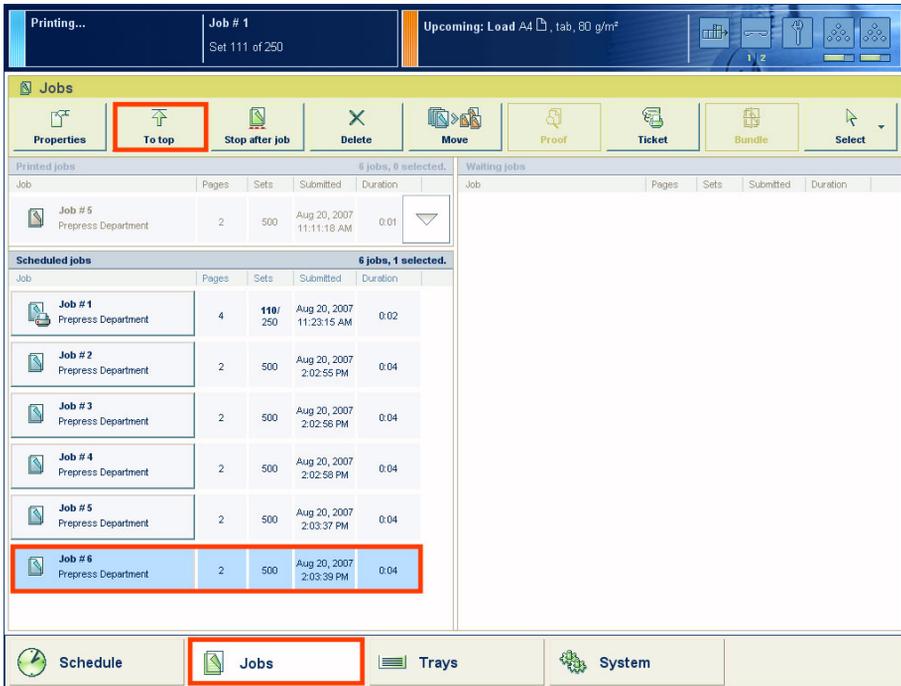
1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Printed jobs', press the job you want to reprint.
3. Press 'Copy'.
The system sends a copy of the job to the list of 'Waiting jobs'.
4. Press the job in the list of 'Waiting jobs'.
5. Press 'Properties' to change the settings, for example the number of prints.
6. Press 'Move'.
The job is moved to the bottom of the list of 'Scheduled jobs'.

Give priority to a scheduled job

Introduction

The list of 'Scheduled jobs' contains the jobs that are scheduled for printing. The Océ VarioPrint® 6160/6200/6250 prints the jobs in the order in which the jobs arrive in the list of 'Scheduled jobs'. However, you can give priority to an urgent job in the list. Then that job is printed as soon as the active print job  is ready. This section describes how to give priority to a scheduled job.

Illustration



[39] Move a job to top

Give priority to a scheduled job

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Scheduled jobs', press the job to which you want to give priority.
3. Press 'To top'.

The job is moved to the position below the active print job .

Delete a job

Introduction

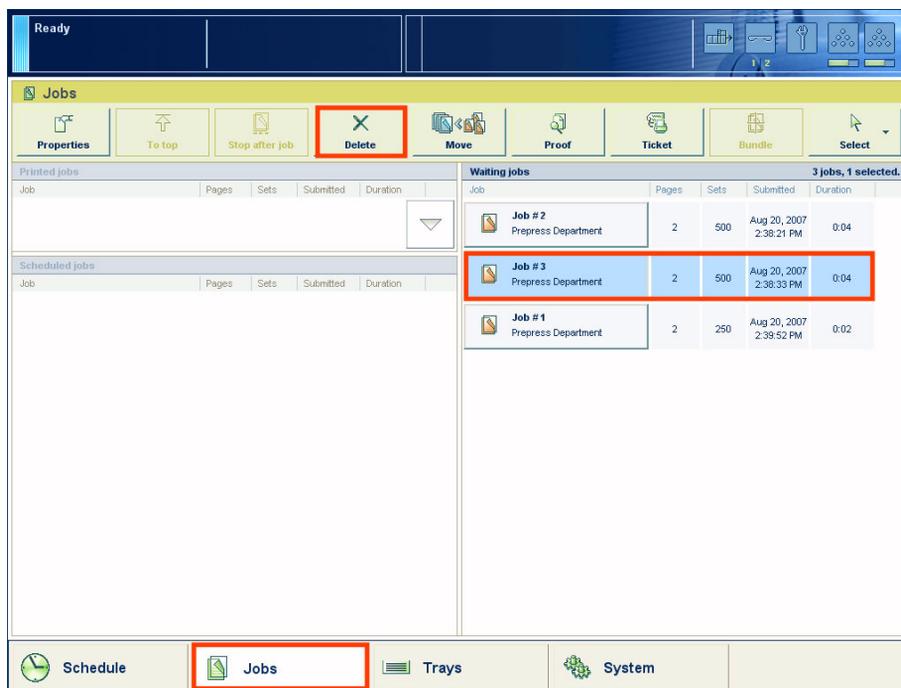
You can delete 1 or more jobs at a time from each list in the 'Jobs' view. When you delete a job, the job is removed from the system.

This section describes how to delete a job.



Note: You can only delete the active print job  when the printer is on hold (see [‘Stop a job’ on page 62](#)).

Illustration



The screenshot shows the 'Jobs' view of a printer management interface. The top toolbar contains several icons, with the 'Delete' icon (a trash can) highlighted with a red box. Below the toolbar, there are three main sections: 'Printed jobs', 'Scheduled jobs', and 'Waiting jobs'. The 'Waiting jobs' section is active and shows a table with 3 jobs, 1 selected. The selected job, 'Job #3', is highlighted with a red box. The bottom navigation bar has three buttons: 'Schedule', 'Jobs', and 'Trays'. The 'Jobs' button is highlighted with a red box.

Job	Pages	Sets	Submitted	Duration
Job #2 Prepress Department	2	500	Aug 20, 2007 2:38:21 PM	0:04
Job #3 Prepress Department	2	500	Aug 20, 2007 2:38:33 PM	0:04
Job #1 Prepress Department	2	250	Aug 20, 2007 2:38:52 PM	0:02

[40] Delete a job

Delete a job

1. On the operator panel, press the 'Jobs' button.
2. In one of the lists in the 'Jobs' view, press the job you want to delete.

Note: *You can use the options of the 'Select' button to select a number of jobs at once. You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.*

3. Press 'Delete'.
A dialog box will ask you to confirm that you really want to delete the selected job.
4. Press 'Yes' to remove the selected job from the list and from the system.

Print a scheduled job later

Introduction

When a job is scheduled for printing, the job is present in the list of 'Scheduled jobs'. However, for various reasons you can choose to print a job later. For example because the required media are not available or because you first want to make a proof (see *'Make a proof' on page 77*). This section describes how to print a scheduled job later.

Illustration

The screenshot displays a software interface for managing print jobs. At the top, a status bar shows 'Printing...' and 'Job # 1' with 'Set 222 of 250'. To the right, it indicates 'Upcoming: Load A3, 80 g/m²'. Below this is a toolbar with icons for 'Properties', 'To top', 'Stop after job', 'Delete', 'Move', 'Proof', 'Ticket', 'Bundle', and 'Select'. The 'Move' icon is highlighted with a red box. The main area is divided into 'Printed jobs' and 'Waiting jobs' sections, both currently empty. Below these is a table for 'Scheduled jobs' with the header '3 jobs, 1 selected.' The table contains three rows:

Job	Pages	Sets	Submitted	Duration
Job # 1 Prepress Department	2	221/ 250	Aug 20, 2007 2:39:52 PM	0:01
Job # 2 Prepress Department	2	500	Aug 20, 2007 2:38:21 PM	0:04
Job # 3 Prepress Department	2	500	Aug 20, 2007 2:38:33 PM	0:04

The 'Job # 3' row is highlighted with a red box. At the bottom of the interface is a navigation bar with buttons for 'Schedule', 'Jobs', 'Trays', and 'System'. The 'Jobs' button is highlighted with a red box.

[41] Print a scheduled job later

Print a scheduled job later

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Scheduled jobs', press the job you want to print later.



Note: From the drop-down list of the 'Select' button, you can also select 'All', 'Jobs with available media' or 'Jobs with label' to select more jobs at once, except the active print job . To move the active print job , you must first press the Hold key . You can also press a number of jobs one by one. To undo the multiple selection and only select 1 job, you must press the desired job for 2 seconds. Then only the desired job is selected.

3. Press 'Move'.
The job is moved to the bottom of the list of 'Waiting jobs'.

Make a proof

Introduction

You can make a proof to check whether the quality and the layout of the output meet your expectations. When you use the 'Proof' function, the Océ VarioPrint® 6160/6200/6250 prints 1 copy of the job. You can only make a proof for a job in the list of 'Waiting jobs'.

This section describes how to make a proof.



Note: When you make a proof, the printed set is not subtracted from the defined total number of sets for a job. For example, when you need 10 sets, the printer will still print 10 sets after you made the proof. This is different from the checking of the first set (see 'Check the first set' on page 101).

Illustration

The screenshot shows the printer's control panel interface. At the top, there is a 'Ready' status bar. Below it is a 'Jobs' menu with several options: Properties, To top, Stop after job, Delete, Move, Proof (highlighted with a red box), Ticket, Bundle, and Select. The interface is divided into three main sections: 'Printed jobs', 'Scheduled jobs', and 'Waiting jobs'. The 'Waiting jobs' section is currently selected and shows a table with one job, 'Job # 3', which is also highlighted with a red box. The 'Scheduled jobs' section shows three jobs, with 'Job # 3' also highlighted with a red box. At the bottom of the interface, there are four main menu items: Schedule, Jobs (highlighted with a red box), Trays, and System.

Job	Pages	Sets	Submitted	Duration
Job # 3 Prepress Department	1	500	2006/07/17 09:30:02	0:04

Job	Pages	Sets	Submitted	Duration
Job # 1 Prepress Department	1	91 / 1000	2006/07/17 09:29:06	0:08
Job # 2 Prepress Department	1	250	2006/07/17 09:29:25	0:02
Job # 3 Prepress Department	1	1	2006/07/17 09:30:50	0:01

[42] Print a proof

Make a proof

Make a proof

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs', press the job of which you want to make a proof.

Note: *You can select more than 1 job at a time.*

3. Press 'Proof'.

A copy of the job goes to the bottom of the list of 'Scheduled jobs'.

The original job remains in the list of 'Waiting jobs'.

You can recognize a proof by the magnifying glass on the job icon .

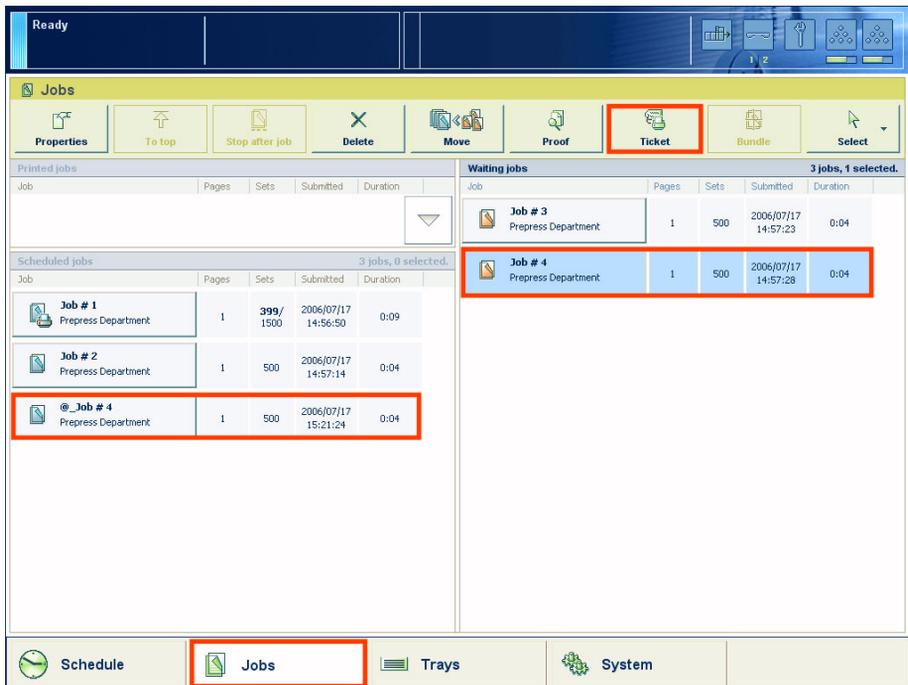
Print the job parameters

Introduction

You can print an overview of the job settings and the job parameters (the so-called job ticket) before you print a job. The overview can show you for example which media the job requires.

This section describes how to print the overview of the job parameters.

Illustration



[43] Print the job parameters

Print the job parameters

1. Press the 'Jobs' button on the operator panel.
2. Press the job for which you want to print the job parameters.
You can only select 1 job at a time.
3. Press 'Ticket'.

The job is sent to the bottom of the list of 'Scheduled jobs'. The job may not be immediately visible in the list of 'Scheduled jobs'.

You can recognize the job by the prefix @_ in front of the job name.

The printed job ticket is sent to the system output (see *'The output locations' on page 29*).

Bundle and split jobs

Introduction

Create a bundled job

If you want to combine 2 or more documents into 1 set, for example to prepare a meeting, you can bundle jobs that are present in the list of 'Waiting jobs'. The original jobs are removed from the list. The bundled job appears at the bottom of the list of 'Waiting jobs'. The system automatically creates a name for the bundled job that is based on the name of the first job in the bundle.

The number of copies for the bundled job is initially set to 1. You can handle the bundled job like any other job. For example, you can move the job to the list of 'Scheduled jobs', edit the job, delete the job or make a proof.

Edit a bundled job

You can define the following properties for a bundled job.

- The order of the jobs in the bundle
- The number of sets
- Whether you want to check the first set of the bundled job.



Note: *This section describes the above in separate procedures. However, you can always access the 'Properties' window and change 1 or more properties at the same time. You cannot change the properties of the individual jobs in the bundle. To do this, you must first split the bundled job. Then you can change the properties of each job.*

Split a bundled job

In the list of 'Waiting jobs', you can split a bundled job into the original jobs. The system removes the bundled job. The individual jobs are added at the end of the list of 'Waiting jobs'.

This section describes how to create, edit and split a bundled job.

General information

- When you print a bundled job, the system prints the number of copies that you indicated for the bundled job. The number of copies of the original jobs is ignored.
- When you stop a job after a set *Stop a job* [on page 62](#), the printing stops after 1 copy of the complete bundle.
- The jobs in a bundle are accounted separately under the account ID of the original jobs.
- You cannot combine a bundled job with another bundled job.



Note: All the jobs in the bundle must have the same output location. Otherwise, the operator panel displays a warning message. To continue, you must first split the job, then change the individual jobs and finally bundle the jobs again.

Illustration

The screenshot shows the operator panel interface. At the top, there is a 'Ready' status bar. Below it is a toolbar with various icons. The main area is divided into sections: 'Printed jobs', 'Scheduled jobs', and 'Waiting jobs'. The 'Waiting jobs' section contains a table with the following data:

Job	Pages	Sets	Submitted	Duration
Job #1 Prepress Department	2	250	Aug 21, 2007 9:24:09 AM	0:02
Job #2 Prepress Department	2	500	Aug 21, 2007 9:24:16 AM	0:04
Job #3 Prepress Department	2	500	Aug 21, 2007 9:24:20 AM	0:04

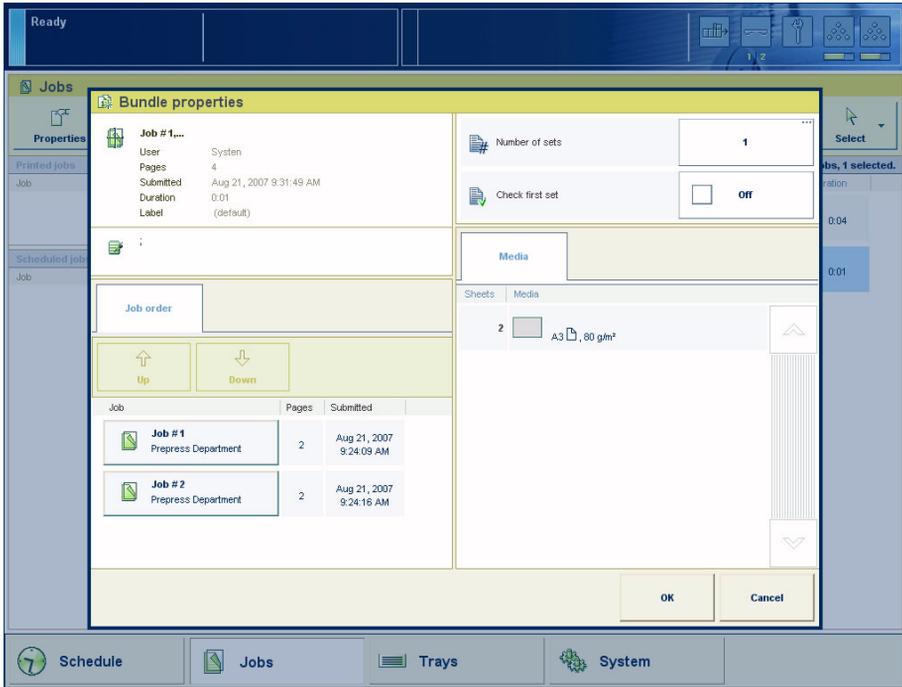
The 'Bundle' button in the toolbar and the 'Jobs' button in the bottom navigation bar are highlighted with red boxes. The 'Waiting jobs' table also has a red box around the first two rows, indicating they are selected.

[44] Create a bundled job

Create a bundled job

1. From the list of 'Waiting jobs', select the jobs you want to bundle.
You can select the jobs one by one, or use one of the options of the 'Select' button.
2. Press 'Bundle'.
The operator panel displays an overview of the bundled job.
3. If required, use the keys 'Up' and 'Down' in the 'Job order' field to change the order of the jobs.
4. Press 'OK' to accept the job.

Illustration



[45] Edit a bundled job

Change the order of the jobs in a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. In the 'Job order' field, select the job you want to move.
4. Use the keys 'Up' and 'Down' to move the job to the required position.
5. Press 'OK'.

Change the number of sets for a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. Press the 'Number of sets' button.
A numerical keyboard appears.
4. Use the numerical buttons to enter the desired number of sets.



Note: Press the arrow button <- to correct the previous entry or press 'Cancel' to close the numerical keyboard without saving the changes.

5. Press 'OK'.
The numerical keyboard disappears.
6. Press 'OK'.

Check the first set of a bundled job

1. Select the bundled job.
2. Press 'Properties'.
3. Press 'Check first set' when the button states 'Off'.
The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The printer will automatically go on hold after the first set was printed.
4. Press 'OK'.

Split a bundled job

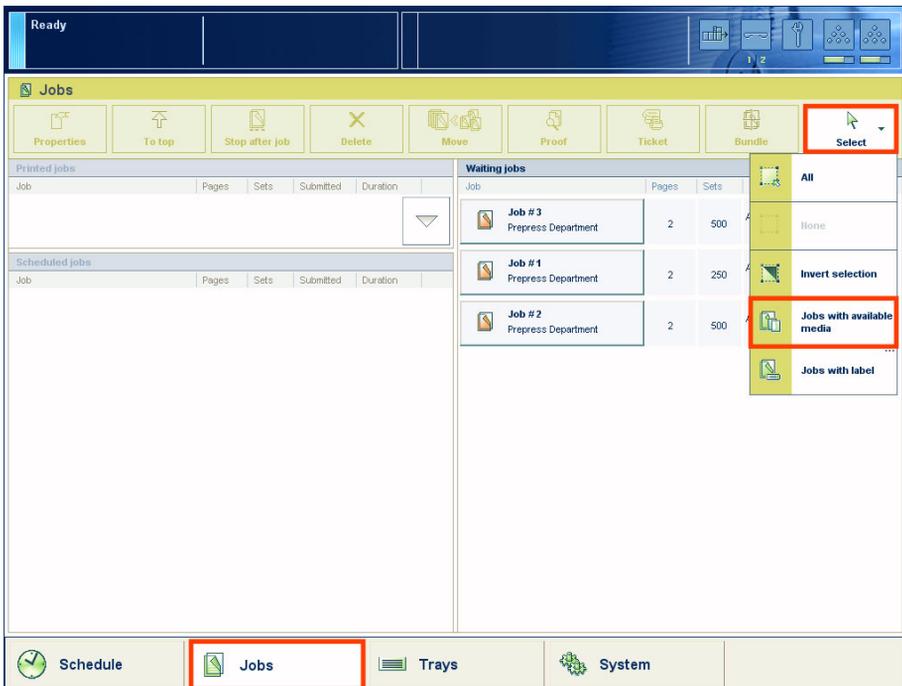
1. Select a bundled job in the list of 'Waiting jobs'.
2. Press 'Split'.
The system adds the original jobs to the end of the list of 'Waiting jobs'.

Print all the jobs for which the media are available

Introduction

You can select and print the jobs for which the media are currently available in the paper trays all at once. This improves the productivity because a regular change of media types is not required. This section describes how to select the jobs for which the media are present in the paper trays.

Illustration



[46] Select the jobs for which the media are available

Print the jobs for which the media are available

1. On the operator panel, press the 'Jobs' button.
2. Press the 'Select' button.
3. Press 'Jobs with available media'.
The system selects and highlights the jobs for which the required media are available in the paper trays.
4. Press 'Move'.
The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

Print the jobs that have a label

Introduction

A label is a name or tag that helps the operator to identify certain jobs on the operator panel. When a job is sent to the printer, a label can be added to that job. The label can be any name that helps to identify certain jobs. A label is not connected to job settings.

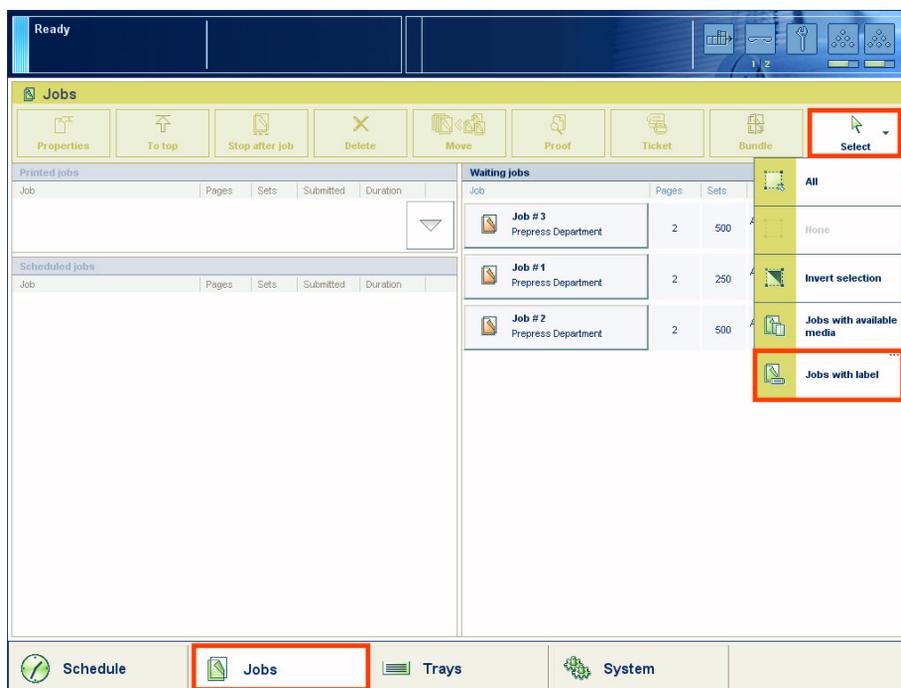
The label can be defined in the Océ VarioPrint® 6160/6200/6250 printer driver, in a job ticket or via an automated workflow. For example, the label 'Customer X' can be added to jobs. Then the operator can select and print all the jobs for 'Customer X' at once. The operator can select jobs with a label in the list of 'Waiting jobs' or in the list of 'Scheduled jobs'.

This section describes how to select and print jobs with a certain label.



Note: Automated workflows can be defined through the Océ VarioPrint® 6160/6200/6250 Settings Editor. You can find more information in the online help of the Settings Editor.

Illustration



[47] Print the jobs with a label

Print the jobs with a label

1. On the operator panel, press the 'Jobs' button.
2. Press 'Select'.
A drop-down list appears.
3. Press 'Jobs with label'.
A pop-up window with an overview of the available labels appears.
4. Press the desired label.



Note: *You can select more than 1 label.*

5. Press 'OK'.
The pop-up window disappears.
6. Press 'Move'.
The selected jobs are moved to the bottom of the list of 'Scheduled jobs'.

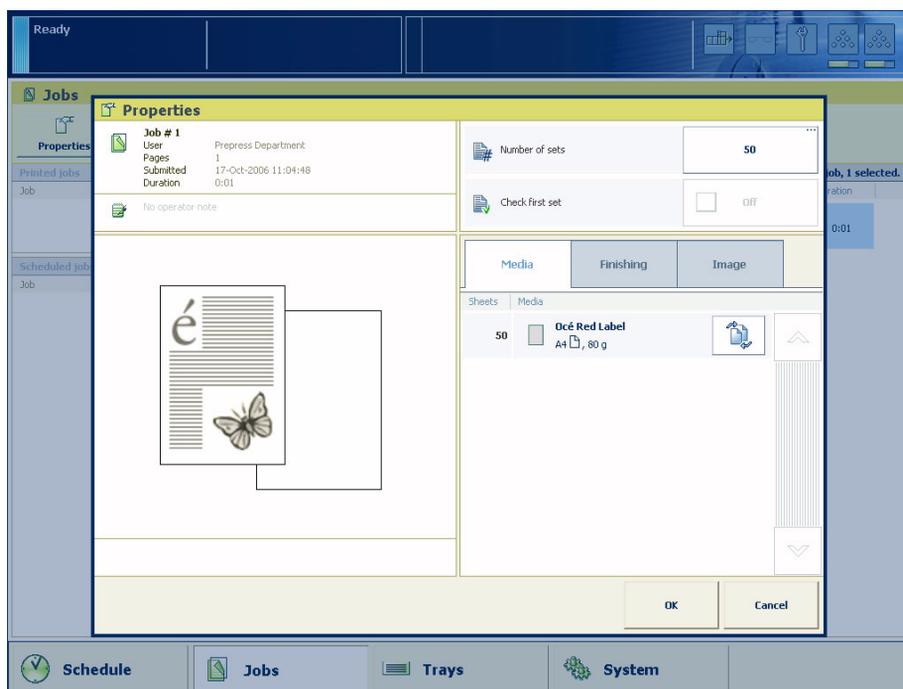
Checking and changing the job properties

Change the media

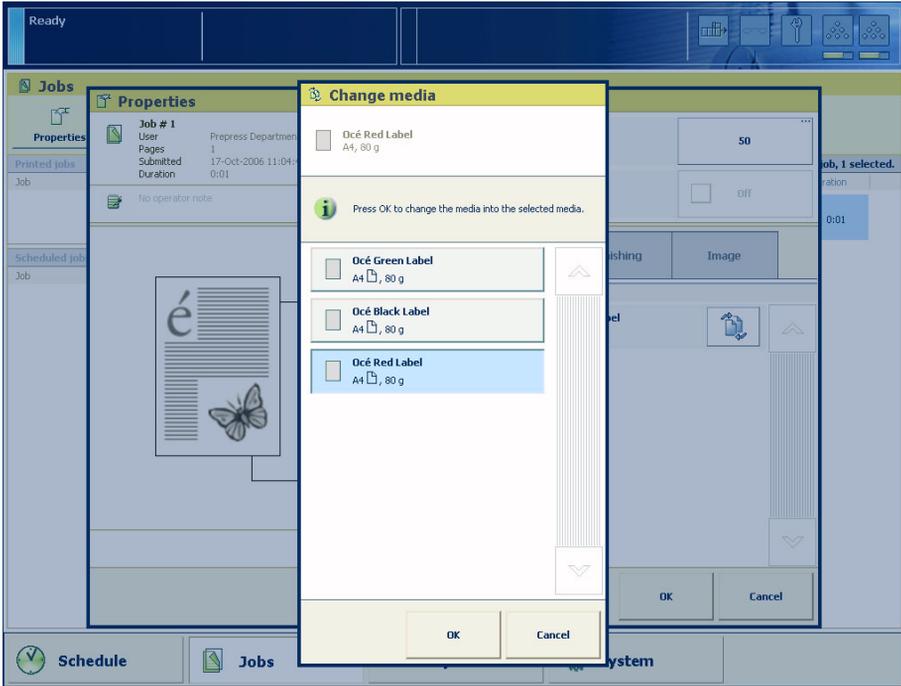
Introduction

When a job is sent to the printer, the desired media will be indicated. However, you can replace the media by another media from the Media catalog with the same size. This section describes how to change the media for a specific job. The following 3 illustrations give an impression of the screens you will see when you change a media in the 'Properties' window.

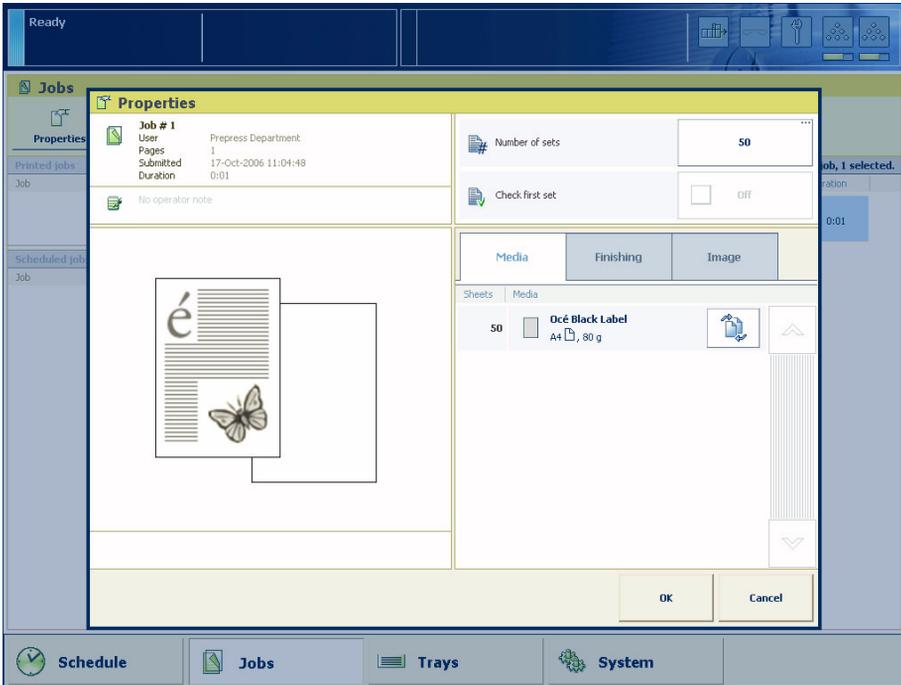
Illustration



[48] Select the media to replace



[49] Select another media



[50] The media is changed

Change the media

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press the 'Media' tab.
5. Press the  icon of the media you want to change (see figure 48 on page 87).
When the Media catalog contains media with the same size, the operator panel will display a list of these media (see figure 49 on page 88).
6. Press the new media you want to use.
7. Press 'OK'.
The new media is displayed (see figure 50 on page 88).
8. Press 'OK'.

Change the number of sets

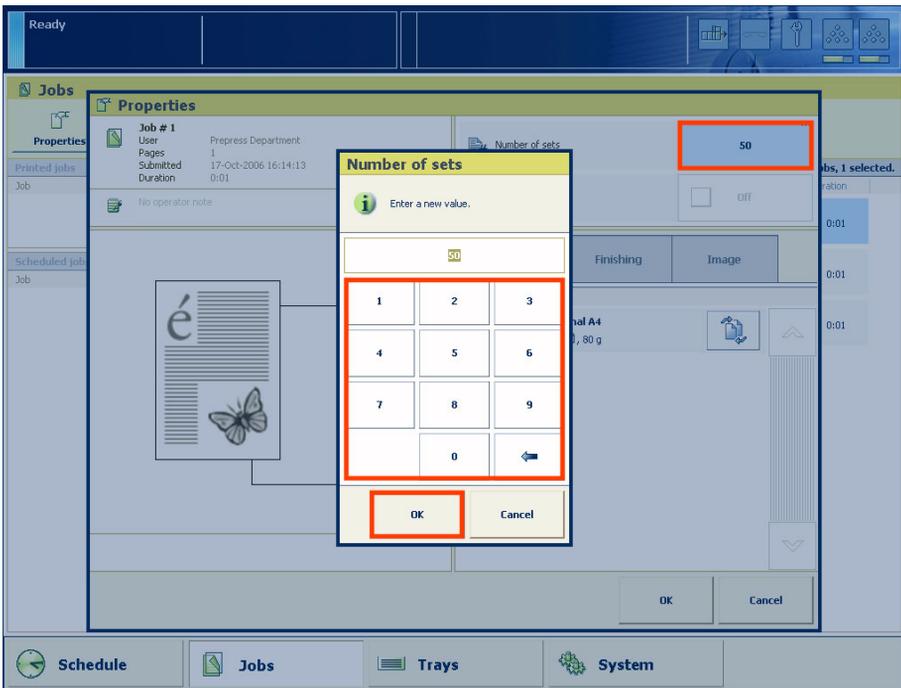
Introduction

When a job is sent to the printer, the desired number of sets will be indicated. However, you can change the number of sets on the operator panel. This section describes how to change the number of sets for a specific job.



Note: You can enter any value between 1 and 65,000 for all jobs except the active print job. To change the number of sets for the active print job, you must first press the Hold key 1 time. Then you can change the number of sets. You cannot define a lower value than the number of sets that has already been printed.

Illustration



[51] Change the number of sets

Change the number of sets

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press the 'Number of sets' button.
A numerical keyboard appears.
5. Use the numerical buttons to enter the desired number of sets.



Note: *Press the arrow button <- to correct the previous entry or press 'Cancel' to close the numerical keyboard without saving the changes.*

6. Press 'OK'.
The numerical keyboard disappears.
7. Press 'OK'.

Change the output location

Introduction

In the Océ VarioPrint® 6160/6200/6250 Settings Editor, you can set the default output location for print jobs. However, you can change the output location on the operator panel for each job individually. Depending on the configuration of your system, you can select one of the following output locations.

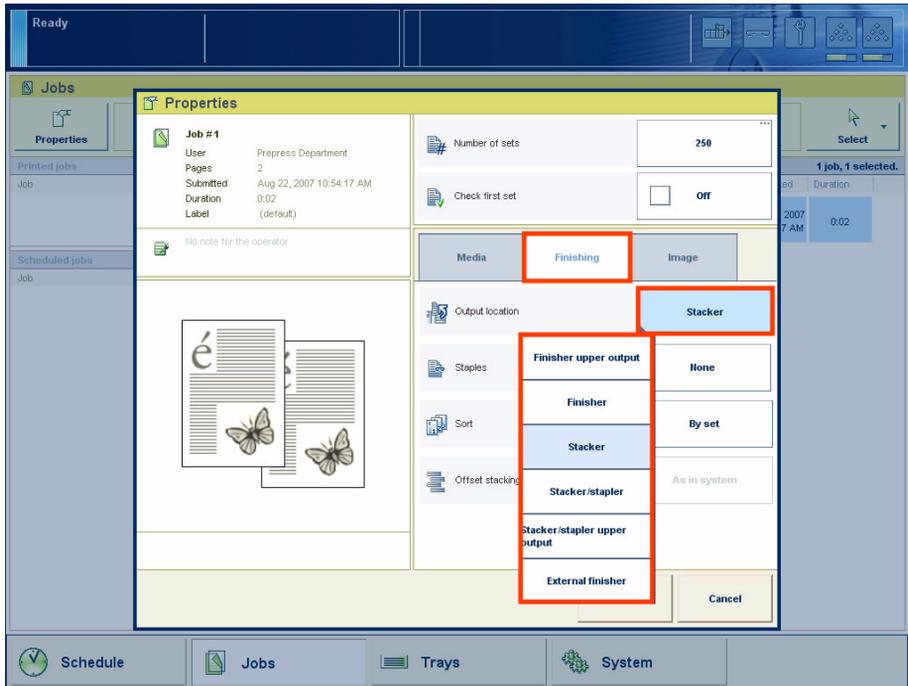
- 'Finisher upper output'
- 'Finisher'
- 'Stacker' or, if you have more than 1 stacker, 'Left-hand stacker', 'Middle stacker' or 'Right-hand stacker'.
- 'Stacker/stapler'
- 'Stacker/stapler upper output'
- 'External finisher'.

This section describes how to select another output location for a specific job.



Note: *There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. If a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example 'Finisher' or 'External finisher' because the 'Stacker' cannot staple the jobs. When you make a combination that is not possible, the operator panel displays an error message.*

Illustration



[52] Change the output location

Change the output location

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note: You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

4. Press 'Finishing'.
The 'Output location' button shows the currently selected output location.
5. Press the 'Output location' button.
A drop-down list with the available output locations appears.
6. Press the desired output location.
7. Press 'OK'.

Change the number of staples

Introduction

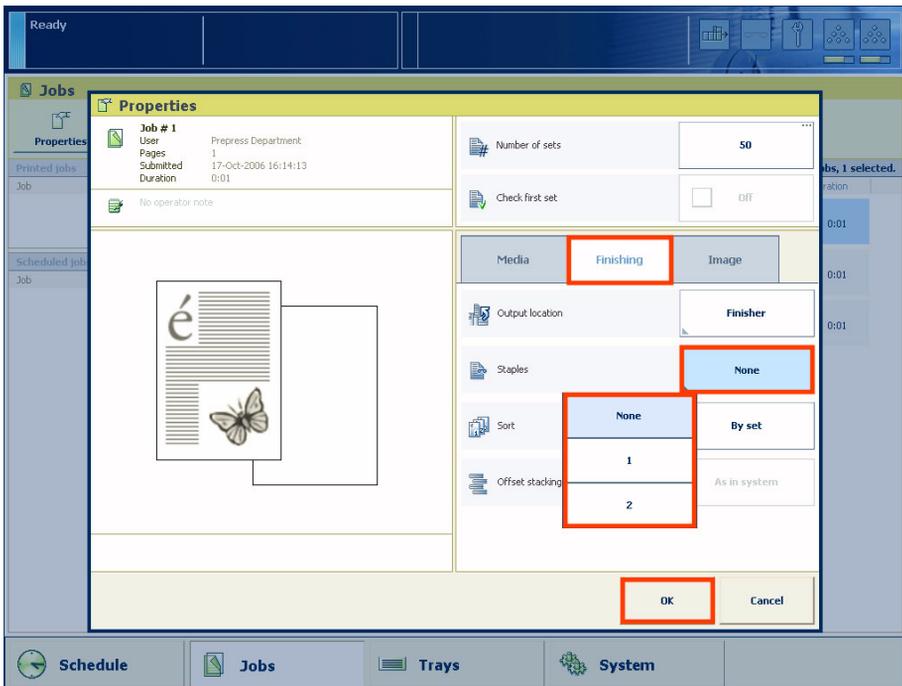
When a job is sent to the Océ VarioPrint® 6160/6200/6250, a desired number of staples for that job can be indicated. However, you can change the number of staples on the operator panel.

This section describes how to change the number of staples for a specific job.



Note: *There must be a match between the selected output location and the job requirements. For example, when a job does not require staples, you can select any output location. If a job requires 1 or 2 staples, you can only select the output locations that can staple the jobs, for example 'Finisher' or 'External finisher' because the 'Stacker' cannot staple the jobs. When you make a combination that is not possible, the operator panel displays an error message.*

Illustration



[53] Change the number of staples

Change the number of staples

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press 'Finishing'.
The 'Staples' button shows the currently selected number of staples.
5. Press the 'Staples' button.
A drop-down list appears.
6. Press the desired number of staples.
7. Press 'OK'.

Change the sorting method

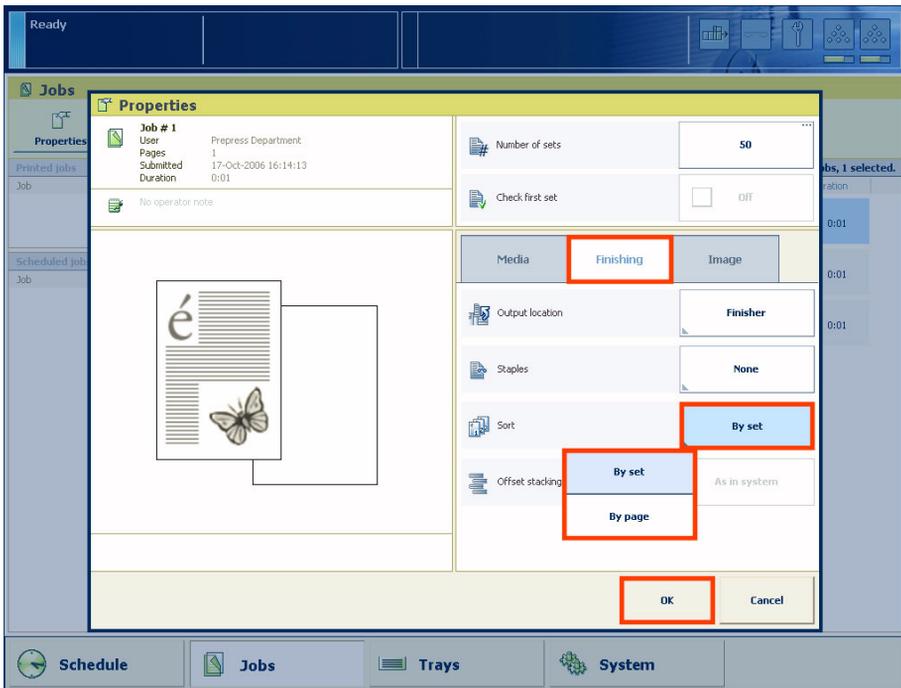
Introduction

When a job is sent to the printer, the sorting method is usually indicated or defined in the Océ VarioPrint® 6160/6200/6250 Settings Editor. However, you can change the sorting method on the operator panel. You can select one of the following.

- 'By set'
The pages will be sorted in the order 123, 123, 123.
- 'By page'.
The pages will be sorted in the order 111, 222, 333.

This section describes how to change the sorting method for a specific job.

Illustration



[54] Change the sorting method

Change the sorting method

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press 'Finishing'.
The 'Sort' button shows the currently selected sorting method.
5. Press the 'Sort' button.
A drop-down list appears.
6. Press the desired sorting method.
7. Press 'OK'.

Change the type of offset stacking

Introduction

You can use the function 'Offset stacking' to create a visible distinction between sets or jobs in an output location. When 'Offset stacking' is enabled, each set or job will be stacked with an offset compared to the previous set or job. You can set the default type of offset stacking in the workflow profile on the operator panel (see '[Work with the workflow profiles](#)' on page 121). The following table describes when you can change the type of offset stacking for specific jobs.

[16] Possibility to change the type of offset stacking per job

When	Then
The type of offset stacking is set to 'Sets (as in job)'	You can change the type of offset stacking per job via the 'Properties' window in the 'Jobs' view.
The type of offset stacking is set to 'Jobs', 'Sets (always)', 'Banners' or 'Off'	You cannot change the type of offset stacking per job. The 'Properties' window displays 'As in system'.

This section describes the following:

- The values you can select in the 'Properties' window when 'Sets (as in job)' is set in the workflow profile
- How to change the type of offset stacking per job via the 'Properties' window.

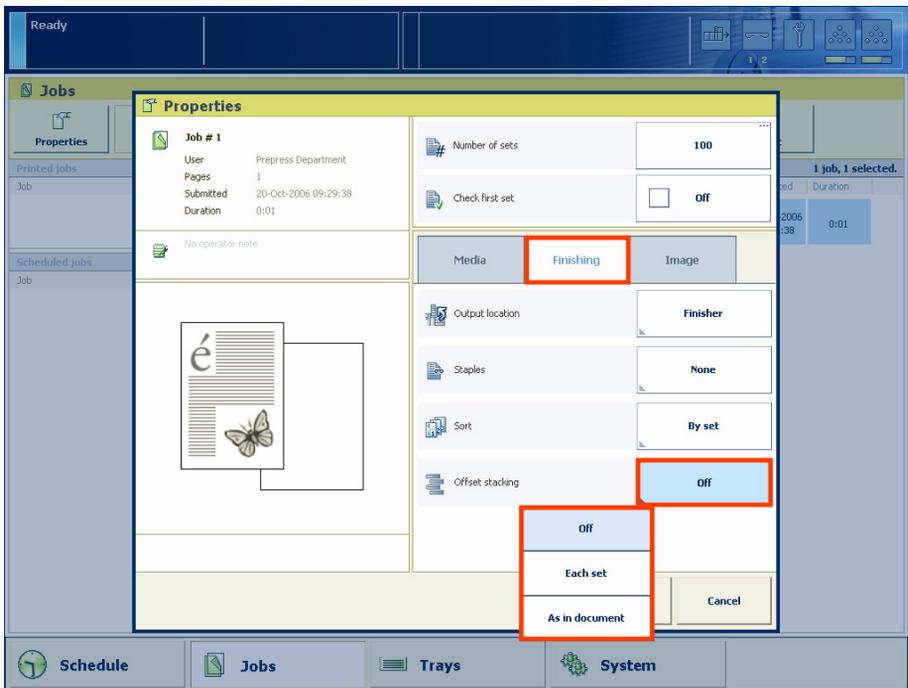
Types of offset stacking in the 'Properties' window

When 'Sets (as in job)' is set in the workflow profile, then you can select one of the following types of offset stacking.

[17] Available types of offset stacking in the 'Properties' window

When	Then
You select 'Off'	All the printed sets are sent to the output location in one straight stack.
You select 'Each set'	All the printed sets are sent to the output location with an offset between the sets.
You select 'As in document'	All the printed sets are sent to the output location as defined in the job ticket.

Illustration



[55] Change the type of offset stacking

Change the type of offset stacking

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press 'Finishing'.
The 'Offset stacking' button shows the currently selected type of offset stacking.
5. Press the 'Offset stacking' button.
A drop-down list appears.
6. Press the desired type of offset stacking.
7. Press 'OK'.

Check the first set

Introduction

You can indicate that you want to print 1 set of a job first to check the print quality. When the print quality meets your expectations, you can continue the job.

You can use 1 of the following methods to indicate that you want to check the first set.

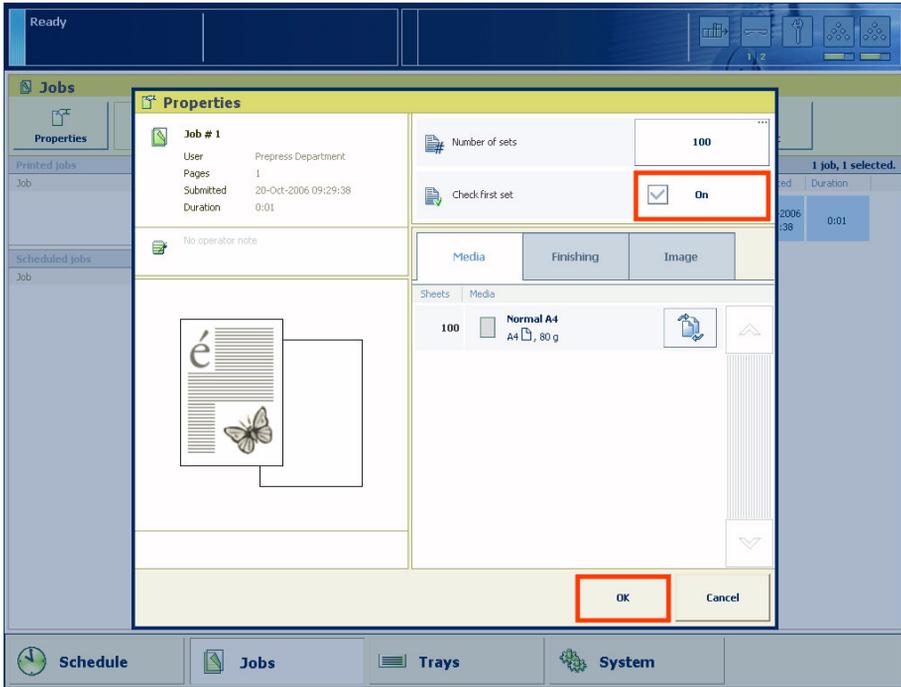
- Use a workflow profile where 'Check first set' is enabled (see ['Work with the workflow profiles' on page 121](#)). Then the printer always prints 1 set before the entire job is printed. The printer goes on hold after 1 set is printed.
- Enable the 'Check first set' function in the 'Properties' option of the 'Jobs' view for a specific job only.

This section describes how to indicate that you want to check the first set for a specific job only.



Note: *When you use the 'Check first set' function, the printed set is subtracted from the indicated total number of sets for a job. For example, when you need 10 sets, the printer will print only 9 more sets. This is different from the making of a proof (see ['Make a proof' on page 77](#)).*

Illustration



[56] Check the first set

Enable the checking of the first set



Note: You cannot enable the checking of the first set for the active print job  or a job in the list of 'Printed jobs'.

1. On the operator panel, press the 'Jobs' button.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.

Note: You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.

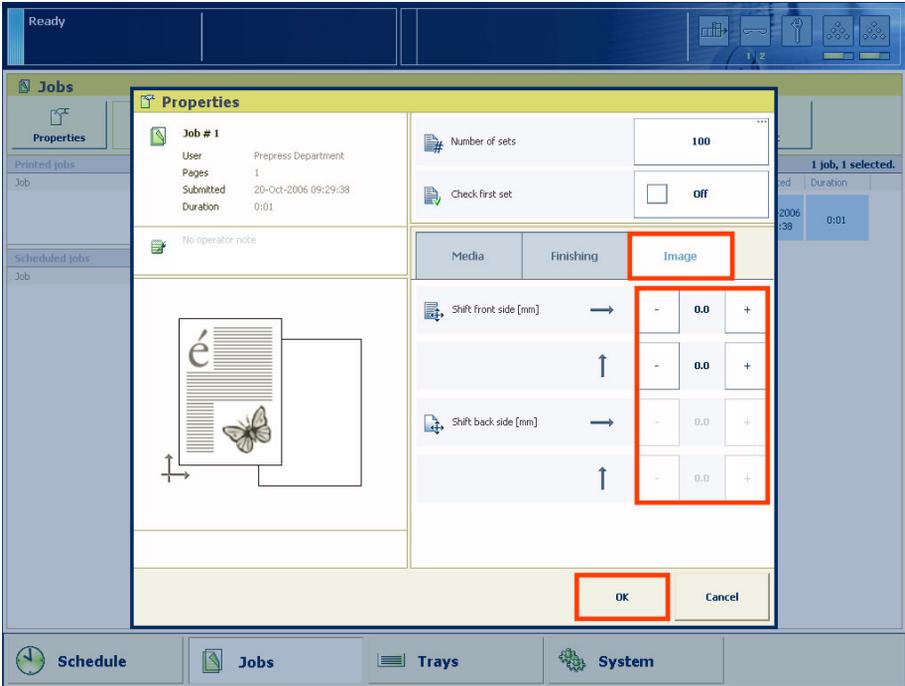
4. Press 'Check first set' when the button states 'Off'.
The text changes from 'Off' to 'On'. A check mark indicates that the checking of the first set is enabled. The printer will automatically go on hold after the first set is printed.
5. Press 'OK'.

Shift the image

Introduction

When you use pre-printed media with marked locations for specific text, for example, a misalignment of the text can occur. For example, an address is not exactly placed in the center of an address field, or an account number is not exactly placed in the appropriate box. To correct these misalignments, you can shift the image. You can shift the images on the front side and back side horizontally and vertically. This section describes how to shift the image.

Illustration



[57] Shift the image

Shift the image

1. Press the 'Jobs' button on the operator panel.
2. In the list of 'Waiting jobs' or 'Scheduled jobs', press the job you want to edit.
3. Press 'Properties'.



Note: *You can also press the job 2 times to access the 'Properties' window. This function is comparable to double-clicking with a mouse.*

4. Press 'Image'.
5. Press the - or + buttons to shift the image on the front side or back side of the sheet.
6. Press 'OK'.

The Trays view

Introduction to the 'Trays' view

Introduction

The 'Trays' view has the following functions.

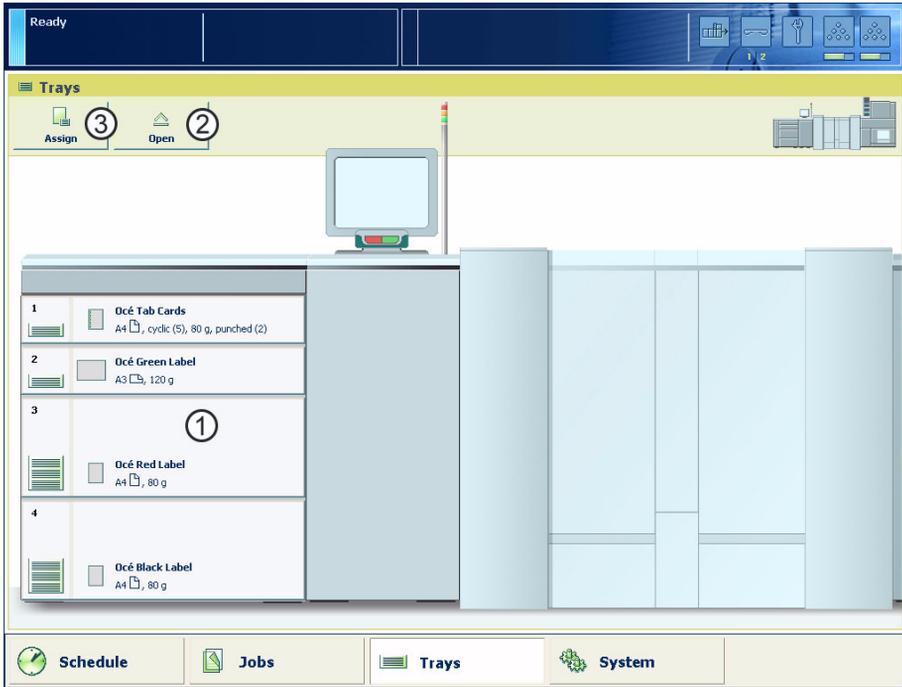
- Display the current content and filling level of the paper trays
- Open the paper trays and assign the required media for the print jobs ([see 'Assign the media to a paper tray' on page 108](#))
- Change the media that is currently assigned to a paper tray
- Assign media to a paper tray when you already loaded the media and pressed the button for 'Not assigned' on the control panel of the paper module ([see 'The paper modules' on page 32](#)).

This section describes the items of the 'Trays' view.



Note: *The Océ VarioPrint® 6160/6200/6250 can have 1, 2 or 3 paper modules. When the Océ VarioPrint® 6160/6200/6250 has 2 or 3 paper modules, the 'Trays' view displays all the available paper modules.*

Illustration



[58] Example of a configuration with 1 paper module

The items of the 'Trays' view

[18] Description of the 'Trays' view

Number	Item	Function
1	Content of the paper trays	Indicate the current content and filling level of the paper trays. The 'Trays' view displays the parameters of the media that are currently in the paper trays. The parameters are a combination of icons and texts (see <i>'The paper tray information'</i>).
2	'Open' button	Open the selected paper tray to load the media (see <i>'Load the media' on page 44</i>).
3	'Assign' button	Assign media from the media catalog (see <i>'Assign the media to a paper tray' on page 108</i>).

The paper tray information

The 'Trays' view displays the following textual information for each paper tray.

- The media name, for example Océ Black Label
- The media size, for example A3 or A4

- The media weight, for example 80 g
- The media color
- The special characteristics of the media, for example 'cyclic' or 'punched'. In brackets, additional information is given about these media, for example the cycle count or the number of holes for punched media.

The 'Trays' view displays the following icons for each paper tray.

[19] The meaning of the icons

Icon	Description
	The paper tray is empty
	The paper tray is full  Note: Each line indicates the presence of about 100 sheets
	The paper tray is too full. Please remove sheets from the stack
	The plate inside the paper tray is down
	The paper tray is open
	The paper guides inside the paper tray do not match the selected media size. You must correct the paper guides or the selected media
 or 	The paper tray contains media that are fed over the long edge (LEF)  or short edge (SEF)  . The small icons indicate A4 or A4-like media. The large icons indicate A3 or A3-like media. When you defined a color for a media, the icon can have that color
	The paper tray is in use for one or more scheduled jobs
	The paper tray contains tab sheets
	The paper tray contains tab sheets that must be processed as inserts
	The paper tray contains inserts
	The paper tray contains media that are fed over the long edge (LEF)
	The paper tray contains media that are fed over the short edge (SEF)

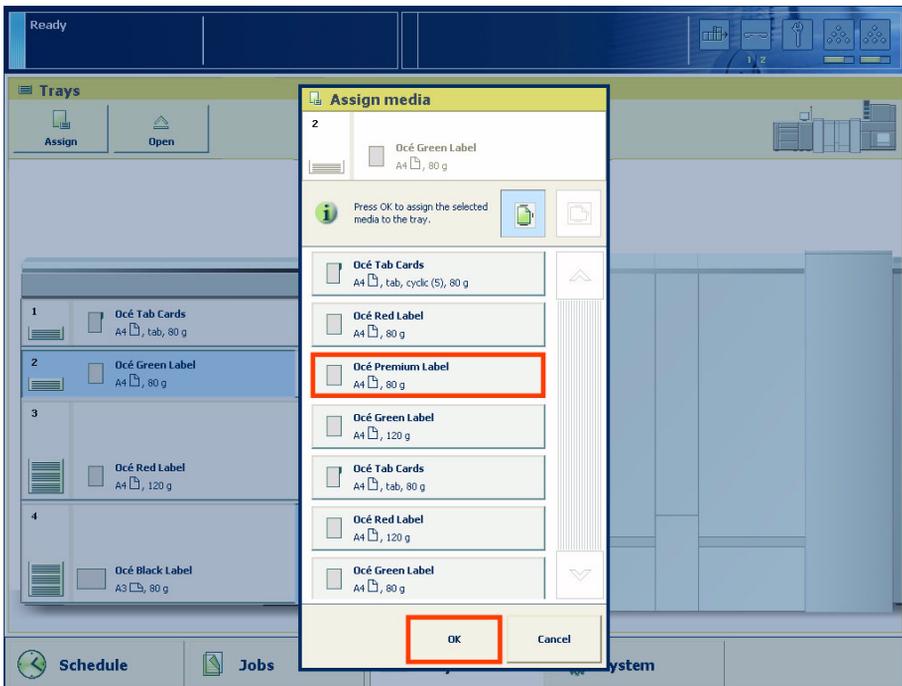
Assign the media to a paper tray

Introduction

The 'Trays' view has several functions (see '[Introduction to the 'Trays' view' on page 105](#)').

This section describes how to open the paper trays and assign the media in the 'Trays' view.

Illustration



[65] Change and assign media

Load and assign the media to a paper tray

1. On the operator panel, select the 'Trays' view.
2. Press the paper tray where you want to put the media, for example tray 2.
3. Press 'Open'.
4. Load the media (see '[Load the media' on page 44](#)').
5. Close the paper tray.
6. Press 'Assign'.

A window with media names appears. The previous media in the selected paper tray is highlighted.



Note: *The list displays all the media in the media catalog that match the position of the paper guides inside the closed paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.*

7. Press the name of the loaded media, for example Océ Premium Label.
8. Press 'OK'.

Change the media type currently assigned

1. On the operator panel, select the 'Trays' view.
2. Select the paper tray for which you want to change the assigned media type.
3. Press 'Assign'.
A window with media names appears.



Note: *The list displays all the media in the media catalog that match the current position of the paper guides inside the paper tray. When the list is empty, the media catalog does not contain media that match the position of the paper guides.*

4. Press the name of the new media type.
5. Press 'OK'.

The System view

The Printer section

Introduction to the 'Printer' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the 'Printer' section in the 'System' view.

Overview of the 'Printer' section

The screenshot displays the 'Printer' section of the system view. It features a top status bar with 'Ready' and several icons. The main content area is organized into several panels:

- Supplies:** A table listing various printer components and their status.

Item	Status
Toner left	50 .. 75 %
Toner right	50 .. 75 %
Stapler 1 finisher	101 staples used since last refill
Stapler 2 finisher	102 staples used since last refill
Stacker/stapler	222 staples used since last refill
External finisher	On-line
- Maintenance:** A section with a 'Start maintenance' button and a key icon.
- Counters:**
 - Billing counters:** A table showing counts for Normal and Large sizes on 1-sided and 2-sided paper. Total: 0.
 - Day counters:** A table showing counts for Normal and Large sizes on 1-sided and 2-sided paper.
 - Toner counter:** Shows a weight of 0 kg.

At the bottom of the interface, there are four main navigation buttons: 'Schedule', 'Jobs', 'Trays', and 'System'.

[66] Overview of the 'Printer' section

The items of the 'Printer' section

[20] Description of the 'Printer' section

Number	Item	Function
1	Toner level	Indicates the filling level of the left-hand toner unit (see <i>'Check the status of the toner reservoirs'</i> on page 112).
2	Toner level	Indicates the filling level of the left-hand toner unit (see <i>'Check the status of the toner reservoirs'</i> on page 112).
3	Stapler level	Indicates the number of staples that stapler 1 of the finisher has used since the last refill (see <i>'Check the status of the stapler cartridges'</i> on page 114).
4	Stapler level	Indicates the number of staples that stapler 2 of the finisher has used since the last refill (see <i>'Check the status of the stapler cartridges'</i> on page 114).
5	Stapler level	Indicates the number of staples that the stapler of the stacker/stapler has used since the last replacement.
6	Status of the external finisher	Indicate whether the optional external finisher is on-line or off-line.
7	Maintenance tasks	Indicate the suggested or required maintenance tasks.  Note: Only a trained and certified operator is allowed to perform the maintenance tasks.
8	'Billing counters'	Indicates the total number of prints that have been made since the printer was installed (see <i>'General counter information'</i> on page 115). You cannot reset the billing counters.
9	'Day counters'	Indicates the number of prints that have been made since the latest reset. You can always reset the day counters (see <i>'Reset the day counters'</i> on page 115).
10	'Toner counter'	Indicates the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.

Check the status of the toner reservoirs

Introduction

The printer has 2 toner reservoirs. The toner reservoirs are located at the left-hand side and the right-hand side of the engine module (see *'Introduction to the main system components'* on page 22). You can check the status of the toner reservoirs in the dashboard (see *'The dashboard'* on page 36) and in the 'System' view. The 'System' view also displays the current filling level of each toner reservoir as a percentage. The icons in the following table indicate the status of the toner reservoirs.

This section gives an overview of the possible toner statuses. Furthermore, this section describes how to check the status.

The meaning of the toner icons

[21] The toner icons

Toner icon	Description
	The toner icon is blue. All 3 blocks of the status bar are green. The toner reservoir is filled over 75%. Do not add toner.
	The toner icon is blue. 2 Blocks of the status bar are green. The toner reservoir is filled over 50%. You can add 1 bottle of toner (see <i>'Add toner'</i> on page 156).
	The toner icon is blue. 1 Block of the status bar is green. The toner reservoir is filled over 25%. You can add 2 bottles of toner.
	The toner icon is orange. The status bar contains no more green blocks. The toner reservoir is filled less than 25%. The printer can print another 600 sheets. You must add up to 3 toner bottles as soon as possible.
	The toner icon is red. The status bar has a red frame. The toner reservoir is empty. The printing stops. You must add maximum 3 toner bottles to continue the printing.
	The toner icon is grayed out. The status of the toner reservoir is unknown. This status is only displayed when the system is initializing.

Check the status of the toner reservoirs

1. Check the toner icons in the dashboard.



Note: *Follow the steps 2 and 3 to view the status of the toner reservoirs as a percentage.*

2. Press the 'System' button.
3. Press 'Printer'.

The 'System' view displays the current filling level of the toner reservoirs as a percentage. The percentage matches the blocks that are indicated in the dashboard.

Check the status of the stapler cartridges

Introduction

The optional finisher (see *'The output locations' on page 29*) contains 2 staplers to staple your jobs. You can check the status of the stapler cartridges in the dashboard (see *'The dashboard' on page 36*) and in the 'System' view. The 'System' view also displays the number of staples that have been used since the last refill. The icons in the following table indicate the status of the stapler cartridges.

This section gives an overview of the possible stapler statuses. Furthermore, this section describes how to check the status.

The meaning of the stapler icons

[22] The stapler icons

Stapler icon	Description
	The stapler icon is blue. The stapler cartridges are filled.
	The stapler icon is orange. The stapler level in one of the stapler cartridges is low. The highlighted number indicates which of the stapler cartridges is almost empty (see <i>'Finisher: Add staples' on page 158</i>).
	The stapler icon is red. One of the stapler cartridges is empty. The highlighted number indicates which of the stapler cartridges is empty. The printer stops.

Check the status of the stapler cartridges

1. Check the stapler icon in the dashboard.



Note: Follow the steps 2 and 3 to view the number of staples that have been used since the last refill.

2. Press the 'System' button.
3. Press 'Printer'.

The 'System' view displays the status of the stapler cartridges. The 'System' view also displays the number of staples that have been used since the last refill.

Reset the day counters

Introduction

The 'Printer' section of the 'System' view displays 3 types of counters. 2 of these counters provide information about the number of sheets that have been printed. The other counter provides information about the amount of toner that has been used. This section first describes the 3 counters in the 'Printer' section. Then it is described how to reset the day counters.

General counter information

The following table describes the counters in the 'Printer' section of the 'System' view.

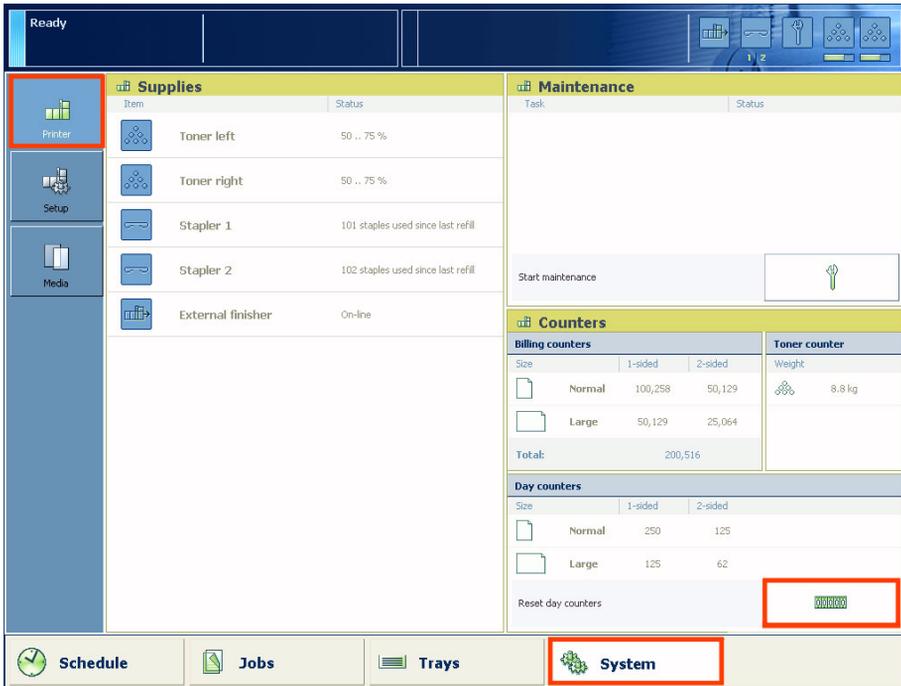
Type of counter	Description
'Billing counters'	The 'Billing counters' section displays the total number of prints that have been made since the printer was installed. You cannot reset the billing counters.
'Day counters'	The 'Day counters' section displays the number of prints that have been made since the counter was last reset to 0. You can, for example, reset the day counters at the beginning of a working day or before you start a new job for a particular customer.
'Toner counter'	The 'Toner counter' section displays the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.

The 'Billing counters' and the 'Day counters' provide information about the number of 1-sided and 2-sided prints that have been made on standard-size and large media. The length of the media determines whether a media is standard size or large. Media with a length of less than 390 mm (15.35") are referred to and counted as standard-size media. Media with a length of 390 mm (15.35") or more are referred to and counted as large media.

The operator panel displays the media icon ( or ) as a small icon for standard-size media. For large media, the media icon is big. The media icon is used in various places on the operator panel, for example in the 'Counters' section, in the 'Trays' view and in the job information.

Reset the day counters

Illustration



[76] Reset the day counters

Reset the day counters

1. Press the 'System' button on the operator panel.
2. Press 'Printer'.
3. Press the 'Reset day counters' button in the 'Day counters' section.
A dialog box will ask you to confirm that you really want to reset the day counters.
4. Press 'Yes' to reset the day counters to 0.

Find the meter readings

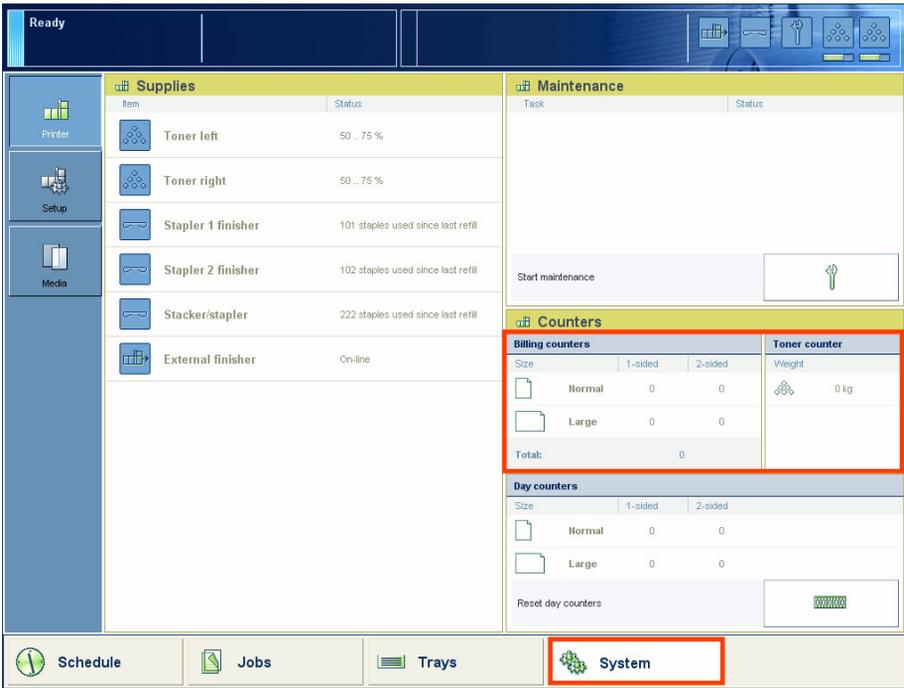
Introduction

The 'Printer' section of the 'System' view displays 3 types of counters.

- The billing counters provide information about the number of sheets that have been printed since the printer was installed. You cannot reset the billing counters.
- The day counters provide information about the number of prints since the last reset. You do not need the day counters for the meter reading. The day counters are only intended for your own convenience.
- The toner counter provides information about the amount of toner that has been used since the printer was installed. You cannot reset the toner counter.

This section describes how to find the billing counters and the toner counter. For meter reading, Océ needs the values of these counters.

Illustration



[77] Meter reading

Find the meter readings

Find the meter readings

1. On the operator panel, press the 'System' button.
2. Press 'Printer'.

You can find the required meter readings on the right-hand side of the screen.

The Setup section

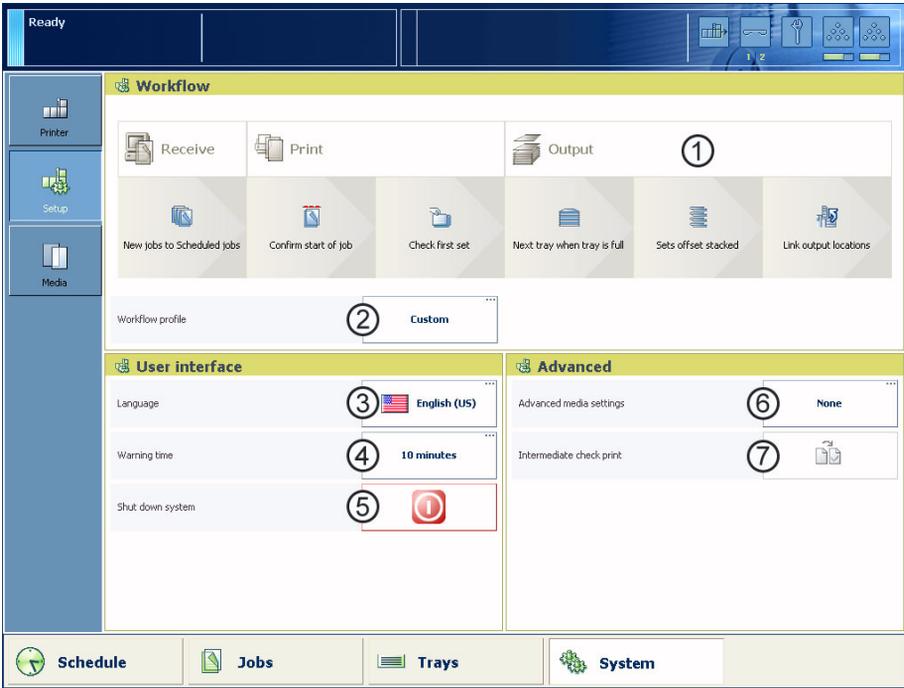
Introduction to the 'Setup' section

Introduction

The 'System' view provides access to system settings, system information, media information and maintenance tasks.

This section provides an overview of the 'Setup' section in the 'System' view.

Overview of the 'Setup' section



[78] Overview of the 'Setup' section

The items of the 'Setup' section

[24] Description of the 'Setup' section

Number	Item	Function
1	Summary of the defined workflow settings	Display the main settings of the current workflow profile. These settings are read-only.
2	'Workflow profile' button	Define a workflow profile that matches your needs (see <i>'Work with the workflow profiles' on page 121</i>).
3	'Language' button	Change the language of the operator panel (see <i>'Change the language' on page 126</i>).
4	'Warning time' button	Define at which point you want the system to warn you about an action that is required soon, for example 10 minutes in advance (see <i>'Change the warning time' on page 128</i>).
5	'Shut down system' button	Shut down the system in a controlled way (see <i>'Shut down the printer' on page 18</i>).
6	'Advanced media settings' button	Define a number of special media-related settings (see <i>'Change the advanced media settings' on page 131</i>).
7	'Intermediate check print' button	Print a test sheet of a running job to check the quality (see <i>'Make an intermediate check print' on page 135</i>).

Work with the workflow profiles

Introduction

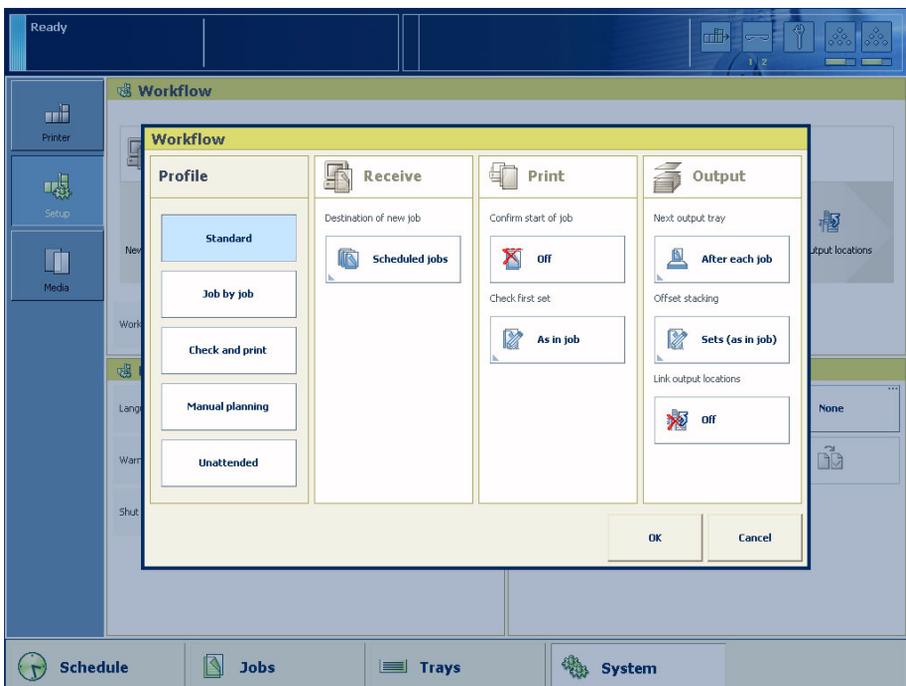
The Océ VarioPrint® 6160/6200/6250 is used in different printing environments. Each environment requires other settings to optimize the workflow or to meet your personal workflow preferences. The printer contains a number of default workflow profiles to help you optimize your workflow. The default workflow profiles are combinations of frequently used settings for print jobs ('Receive', 'Print' and 'Output'). However, the workflow profiles cannot cover all the possible workflows you may need. Therefore, you can also define the settings individually (custom workflow).

This section makes recommendations about when to use which workflow profile. Furthermore, this section describes the settings and the effects of the settings.



Note: The 'Workflow profile' button in the 'Setup' section of the 'System' view displays the name of the selected workflow profile. When you customized the settings of a workflow profile, the button displays the text 'Custom'.

The workflow profiles



[79] The workflow profiles screen

The use of the default workflow profiles

The following table makes recommendations about when to use which default workflow profile.

[25] When to use which workflow

Profile	When to use
'Standard'	You need a productive workflow but you still want to have sufficient control over the jobs.
'Job by job'	You want to start the jobs one by one. Each time a job has been printed, the printer goes on hold. You must always press the Release key ▷ to start the next job.
'Check and print'	You want to check the quality and layout of each first set of a job before the remaining sets will be printed.
'Manual planning'	The jobs are sent to the printer in a random order. You can manually define the most productive order in which the printer will print the jobs.
'Unattended'	You want to continue printing while you are absent, for example after working hours. Then the printer will print the scheduled jobs, provided that all the required media, supplies and output locations are available.

The default settings of each workflow profile

The following table gives an overview of the default 'Receive' and 'Print' settings of each workflow profile.

[26] The 'Receive' and 'Print' settings

Workflow profile	'Receive' settings	'Print' settings	
	'Destination of new job'	'Confirm start of job'	'Check first set'
'Standard'	'Scheduled jobs'	'Off'	'As in job'
'Job by job'	'As in job'	'On'	'As in job'
'Check and print'	'Scheduled jobs'	'Off'	'On'
'Manual planning'	'Waiting jobs'	'Off'	'As in job'
'Unattended'	'As in job'	'Off'	'Off'

The following table gives an overview of the default 'Output' settings of each workflow profile.

[27] The 'Output' settings

Workflow profile	'Output' settings		
	'Next output tray'	'Offset stacking'	'Link output locations'
'Standard'	'After each job'	'Sets (as in job)'	'Off'
'Job by job'	'After each job'	'Sets (as in job)'	'Off'
'Check and print'	'After each job'	'Sets (as in job)'	'Off'
'Manual planning'	'After each job'	'Sets (as in job)'	'Off'
'Unattended'	'When tray is full'	'Banners'	'On'

Values and effects of the settings

The following table describes the effects of the various values of the settings.

[28] Values and effects of the settings

(1 – 3)

Setting	Values	Effect
'Destination of new job'	'Scheduled jobs'	The jobs are immediately sent to the list of 'Scheduled jobs'. The printer will print the jobs in the ripped order. You can do the following to rearrange the order in which the jobs will be printed. <ul style="list-style-type: none"> ■ Move jobs to the list of 'Waiting jobs' or ■ Use 'To top' to move a job to the top of the list of 'Scheduled jobs'(see '<i>Give priority to a scheduled job</i>' on page 72).
	'Waiting jobs'	You can manually define the order in which the jobs will be printed.
	'As in job'	The submitted jobs go to the destination that is indicated in the job ticket.
'Check first set'	'On'	The printer goes on hold after the first set of a job is printed. You can check the quality and layout of the first set before the printer prints the remaining sets.
	'Off'	The printer will print the whole job on end. The printer does not stop after the first set.
	'As in job'	The printer will print the jobs as indicated in the job ticket.

Setting	Values	Effect
'Confirm start of job'	'On'	The printer always stops before the next scheduled job. You must press the Release key  to start each job.
	'Off'	The printer prints the scheduled jobs one after the other. The printer does not stop before the next scheduled job, unless there is a reason to stop. For example when a media is not available.
'Next output tray'	'After each job'	Each job is sent to the next available output tray. In this context, the second stack of the stacker is also defined as an output tray.
	'When tray is full'	All the jobs are stacked until an output tray is full. When an output tray is full, the next jobs are sent to the next output tray.
'Offset stacking'	'Jobs'	Each printed job that is delivered to an output location is stacked on top of the previous printed job with an offset. This helps you to identify the various jobs.
	'Sets (always)'	Each printed set that is delivered to an output location is stacked on top of the previous set with an offset. This helps you to identify the various sets.
	'Sets (as in job)'	Each printed set is delivered to the output location as indicated in the job ticket. Therefore, the sets can be stacked in one straight line or with an offset.
	'Banners'	Each banner page of a job is delivered to the output location with an offset. This helps you to identify the separate jobs. The jobs themselves are stacked in one straight line.
	'Off'	All the printed jobs or sets are stacked in one straight line. There is no offset between the jobs or sets.

[28] Values and effects of the settings

(3 – 3)

Setting	Values	Effect
'Link output locations'	'On'	<p>The available output locations are linked. When an output location is full, the Océ VarioPrint® 6160/6200/6250 automatically continues to fill the next available output locations. For example, when the stacker is full, the next job or set is sent to the finisher, if available.</p> <p>The system will only fill the next output location when that output location supports the job requirements. For example, when a job requires staples and the finisher is full, the remaining sets are not sent to the stacker, because the stacker cannot staple.</p>
	'Off'	<p>The available output locations are not linked. When an output location is full, the printer stops. You must first empty the output location before the printer will continue printing.</p> <p>'Off' is useful when you have many mixed jobs with a diversity of job parameters.</p>

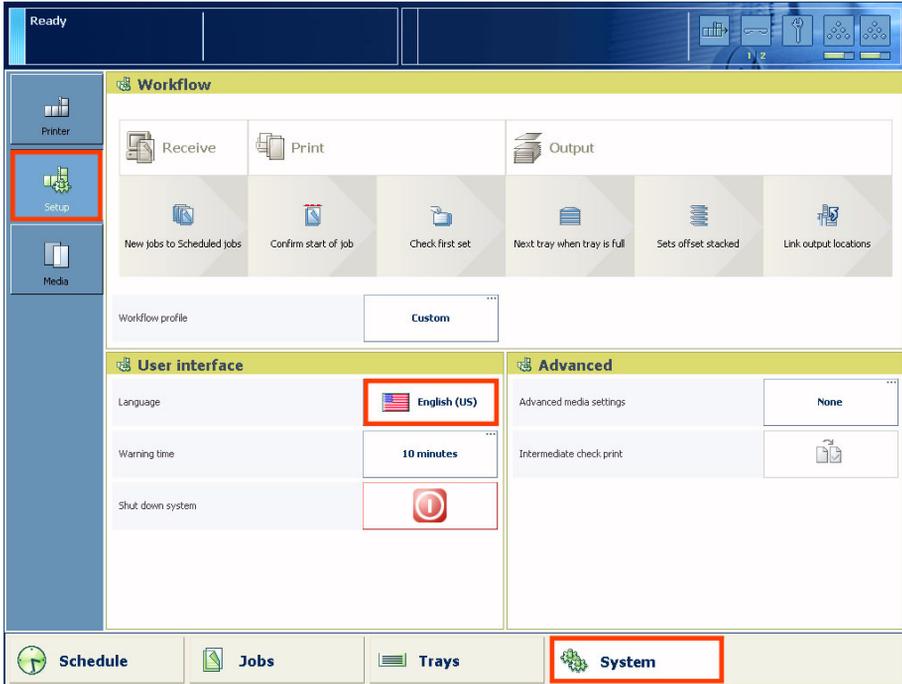
Change the language

Introduction

This section describes how to change the language of the operator panel.

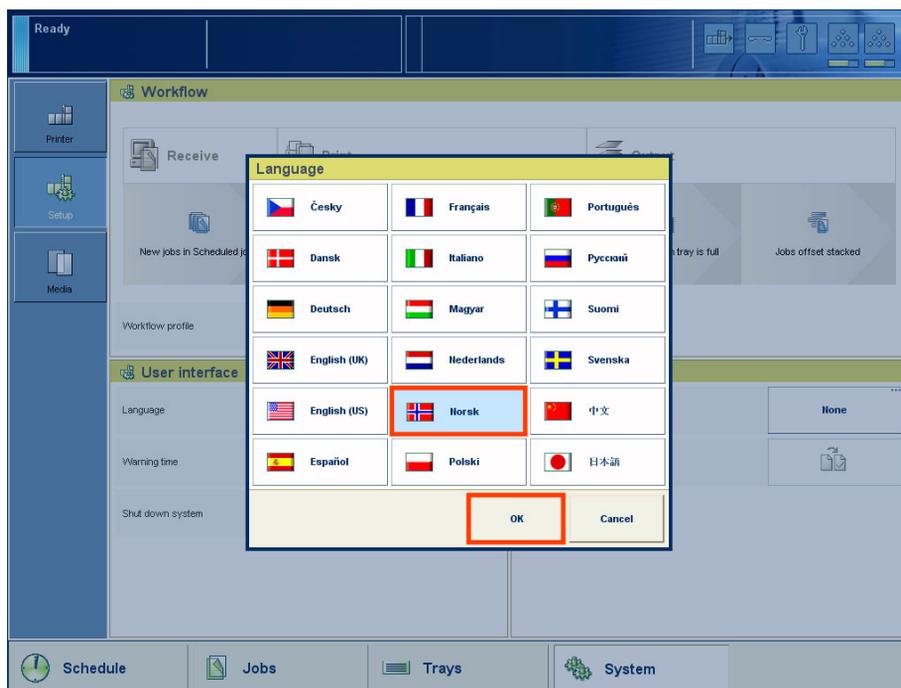
Change the language

1. On the operator panel, press the 'System' button.
2. Press the 'Setup' button.



[80] Change the language

3. Press the 'Language' button in the 'User interface' section.
An overview of the available languages appears.



[81] Overview of the available languages

4. Select your language, for example 'Norsk'.
5. Press 'OK'.
The language is changed.

Change the warning time

Introduction

When operator interaction is required now or soon, the dashboard (see [‘The dashboard’ on page 36](#)) can display a warning message. The message informs you about a required upcoming action, for example load a required media type or empty an output location.

You can define how long in advance the warning message is displayed. By factory default, the function 'Warning in advance' is enabled and set to 10 minutes. Then the dashboard starts to display the warning 10 minutes before an action becomes inevitable. If you do not respond to the warning message, the printer will stop.

Depending on the urgency of the warning message, the vertical bar in the dashboard is orange or red.

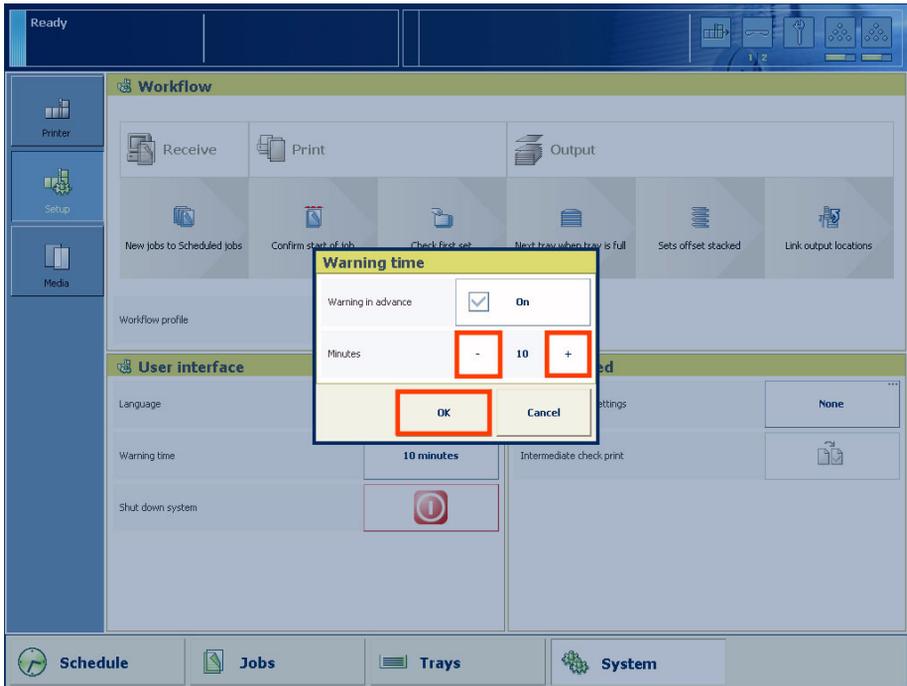
This section describes how to change the warning time. This section also describes how to disable the function 'Warning in advance', in case you do not want to use the warning function.



Note: *The operator attention light (see [‘The operator attention light’ on page 27](#)) is linked to the status of the printer. For example, when the dashboard displays an orange warning, the orange light of the operator attention light also lights up.*

Set the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.
The following dialog box appears.

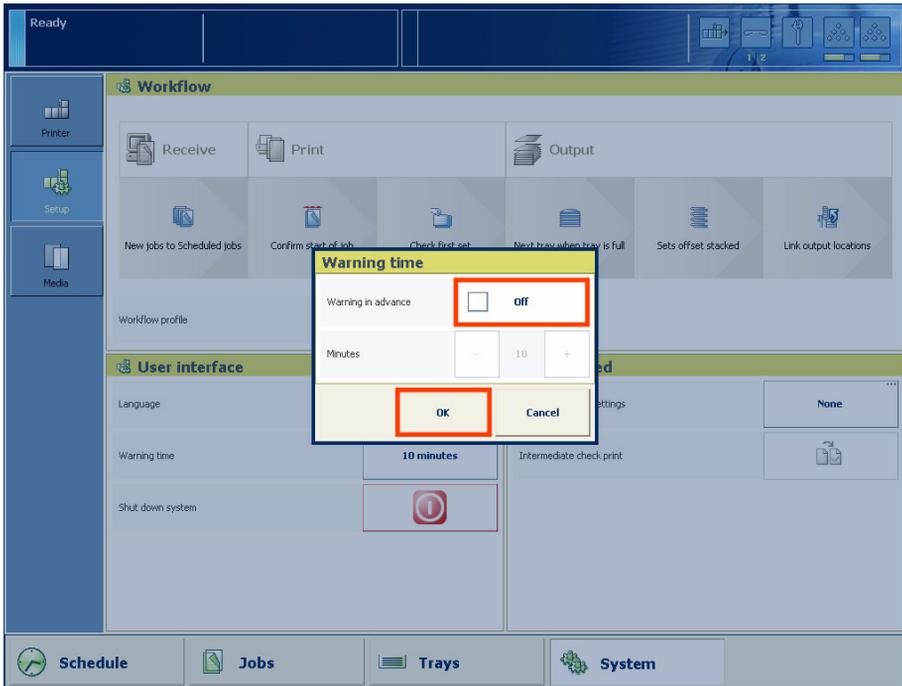


[82] Set the warning time

4. Press the - or + button to decrease or increase the warning time.
You can set a time from 1 - 60 minutes.
5. Press 'OK'.

Disable the warning time

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Warning time' button in the 'User interface' section.
A dialog box appears. When the 'Warning in advance' function is enabled, the 'Warning in advance' button displays a check mark and the status 'On'.
4. Press the 'Warning in advance' button.
The check mark disappears. The status 'On' changes into 'Off'.



[83] Disable the warning time

5. Press 'OK'.

Change the advanced media settings

Introduction

The Océ VarioPrint® 6160/6200/6250 has various advanced media settings that can help you solve possible problems when you print on certain special media. When all the advanced media settings have their default value, the button for 'Advanced media settings' displays the word 'None'. After you changed one or more settings, this button shows one or more of the following icons:   . This means that 'Double-sheet detection' is 'Off', the 'Enhanced media mode' is 'On' and the 'Media quality factor' is set to the indicated value respectively.

This section describes when it is recommended to change the advanced media settings. Furthermore, this section describes how to change the settings.

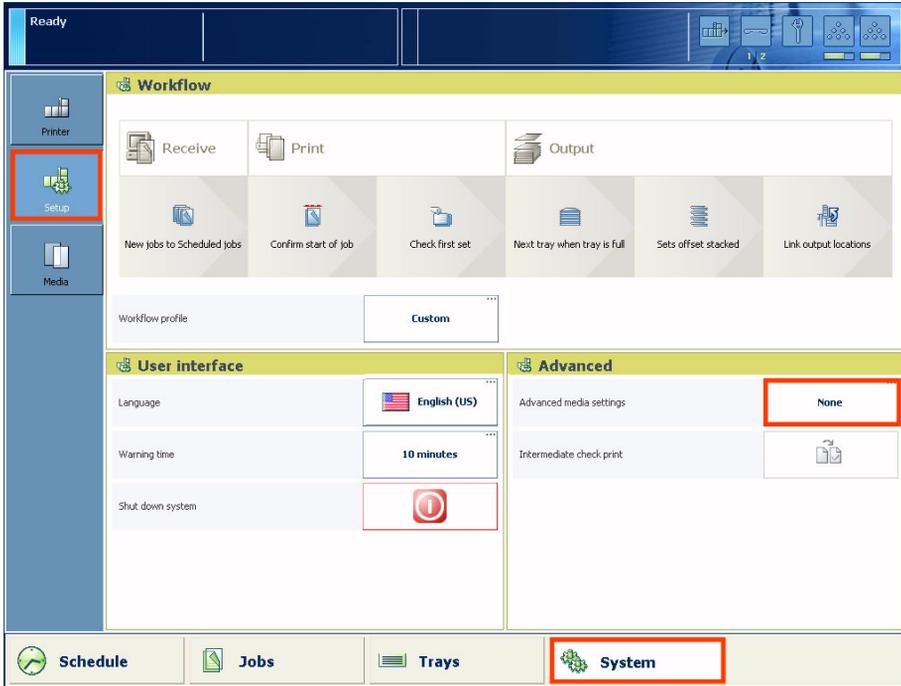
When to do

- 'Double-sheet detection'
Double-sheet detection warns you that 2 or more sheets have been separated from the media stack in a paper tray at the same time. However, it is not always convenient when the double-sheet detection is enabled, for example when you use transparent media with a cover sheet. Then you can set the 'Double-sheet detection' to 'Off'. By factory default, 'Double-sheet detection' is 'On'.
- 'Enhanced media mode'
Glossy media can cause a collating or stapling error in the finisher. You can set the 'Enhanced media mode' to 'On' to prevent the error. This will influence the speed of the printer. By factory default, the 'Enhanced media mode' is 'Off'. When you set the 'Enhanced media mode' to 'On' and the printer status is 'Printing...', the dashboard displays a message that the enhanced media mode is enabled. The 'Enhanced media mode' is only available on printers that are equipped with the optional finisher (see '[The output locations](#)' on page 29).
- 'Media quality factor'
When you use fiber-rich media, for example recycled media, the printer can become polluted quicker than with other media. When you discover that the print quality becomes less good, you can set a lower value for the 'Media quality factor'. You can select '600 (default)', '400' or '200'. When you select '400' or '200', the printer is automatically cleaned more often. The number indicates the number of prints after which the printer is cleaned. The cleaning takes only a couple of seconds. Please refer to the chapter Troubleshooting for more information *Overview of the possible toner problems when using fiber-rich media* on page 166.
- 'Enhanced cleaning mode'
When you set the 'Media quality factor' to '200' and the print quality of the fiber-rich media is still not optimal, then you can enable the 'Enhanced cleaning mode'. Please refer to the chapter Troubleshooting for more information

Overview of the possible toner problems when using fiber-rich media on page 166.

Before you begin

1. On the operator panel, press the 'System' button.



[84] Access the advanced media settings

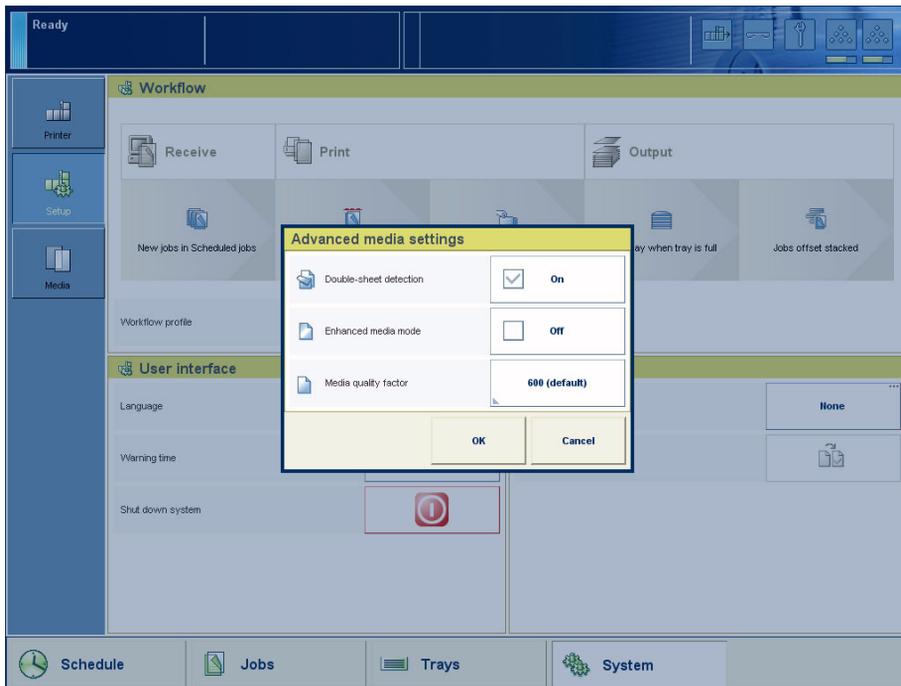
2. Press 'Setup'.
3. Press the 'Advanced media settings' button in the 'Advanced' section.
4. Enter the maintenance PIN.



Note: *The operator panel will only ask you to enter the maintenance PIN when a maintenance PIN is defined in the Océ VarioPrint® 6160/6200/6250 Settings Editor.*

5. Press 'Start' to access the 'Advanced media settings'.

Illustration



[85] Change the advanced media settings

Disable the double-sheet detection

1. Press the 'Double-sheet detection' button.
The text on the button changes from 'On' to 'Off'.



Note: Each time you press the button, the setting changes from 'On' to 'Off' and the other way round.

2. Press 'OK'.

Enable the enhanced media mode



Attention: This setting is only available on printers that are equipped with the optional finisher.

1. Press the 'Enhanced media mode' button.
The text on the button changes from 'Off' to 'On'.



Note: Each time you press the button, the setting changes from 'Off' to 'On' and the other way round.

2. Press 'OK'.

Change the media quality factor

1. Press the 'Media quality factor' button.
A drop-down list appears.
2. Press the desired value.
3. Press 'OK'.

Enable the enhanced cleaning mode

1. Press the 'Enhanced cleaning mode' button.
The text on the button changes from 'Off' to 'On'.



Note: *Each time you press the button, the setting changes from 'Off' to 'On' and the other way round.*

2. Press 'OK'.

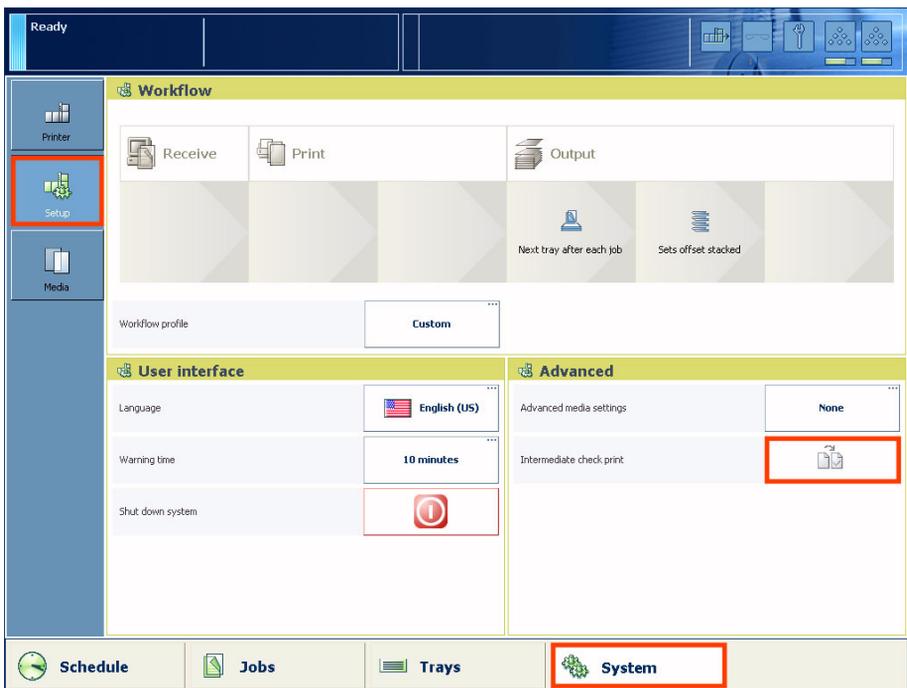
Make an intermediate check print

Introduction

The printer has a function that enables you to make a check print while a job is printed. This function is called the intermediate check print. When you use this function, the printer prints a copy of the sheet that is printed at the moment you press the 'Intermediate check print' button. You can use this sheet to check whether the quality and consistency of the prints still meet your requirements. This section describes how to make an intermediate check print.

Note: You can also press the 'Intermediate check print' button when a job has not yet started. As soon as you press the Release key , the first sheet of the job will be printed.

Illustration



[86] Make an intermediate check print

Make an intermediate check print

1. On the operator panel, press the 'System' button.
2. Press 'Setup'.
3. Press the 'Intermediate check print' button in the 'Advanced' section.

The intermediate check print is sent to the system output (see *'The output locations'* on page 29).

The Media section

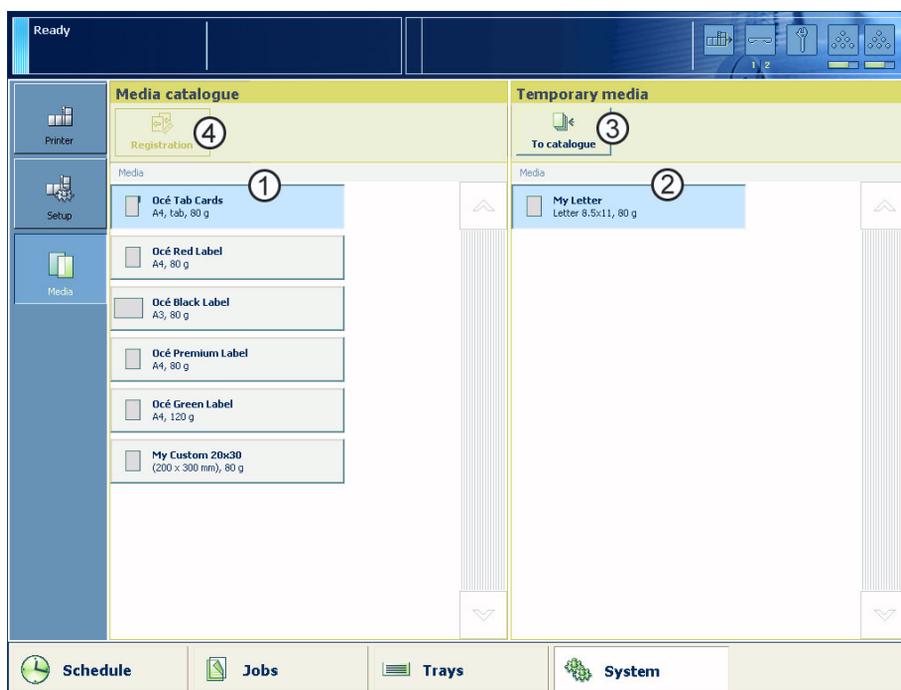
Introduction to the 'Media' section

Introduction

The 'System' view gives access to system settings, system information, media information and maintenance tasks.

This section gives an overview of the 'Media' section in the 'System' view.

Overview of the 'Media' section



[87] Overview of the 'Media' section

The items of the 'Media' section

[29] Description of the 'Media' section

Num ber	Item	Function
1	List of all the media that are available in the 'Media catalog'.	Display the current content of the 'Media catalog'(see <i>'Introduction to the 'Trays' view' on page 105</i>).
2	List of temporary media	Display the temporary media that are currently available on the system (see <i>'What are temporary media' on page 140</i>).
3	'To catalog' button	Add temporary media to the media catalog (see <i>'Add temporary media to the 'Media catalog'' on page 141</i>).
4	'Registration' button	Print test sheets and perform the registration for individual media. You can do a media registration for standard-size media (see <i>'Perform a media registration for standard-size media' on page 143</i>) and large media (see <i>'Perform a media registration for large media' on page 148</i>).

Introduction to the media handling

Introduction

The Océ VarioPrint® 6160/6200/6250 supports a wide range of media, including tabs and inserts. The supported media sizes range from 203 mm x 203 mm (minimum) to 320 mm x 488 mm (maximum). The supported media weights range from 50 - 300 g/m² for Océ recommended media (60 - 200 g/m² for other media).

This section describes the following.

- Media handling in general
- The 'Media catalog'
- Temporary media.



Note: *You can place all the supported media in any paper tray.*

General introduction to the media handling

All the print jobs require media that you can assign to the paper trays via the operator panel (see '[Example of a workflow](#)' on page 46). The print jobs can require media that are included in the 'Media catalog'. However, the print jobs can also require media that are not included in the 'Media catalog'. These media become temporary media on the system.

What is the 'Media catalog'

The 'Media catalog' is a list of predefined media and media attributes which you can define in the Océ VarioPrint® 6160/6200/6250 Settings Editor application on the controller. The use of the 'Media catalog' is only recommended, not compulsory.

When you use the 'Media catalog', the operator panel, the printer drivers and other applications all display the same list of predefined media. The operator panel and the printer driver automatically retrieve and show the latest version of the 'Media catalog'.

Note: *Refer to the Online Help of the Océ VarioPrint® 6160/6200/6250 Settings Editor for information about the media attributes that you can define. The Online Help also describes how to change the 'Media catalog' (add, edit or delete media).*

What are temporary media

You can also use many other media that are not included in the 'Media catalog'. These media become temporary media. You can look up the currently used temporary media in the 'Media' section of the 'System' view. Furthermore, you can assign the temporary media to a paper tray.

The temporary media remain available on the system until:

- No more waiting jobs need this media type
- No more scheduled jobs need this media type
- No more printed jobs need this media type
- This media type is no longer available in the paper trays.

When you plan to use these media more often, you can add these temporary media to the 'Media catalog'(see *'Add temporary media to the 'Media catalog' on page 141*).

Add temporary media to the 'Media catalog'

Introduction

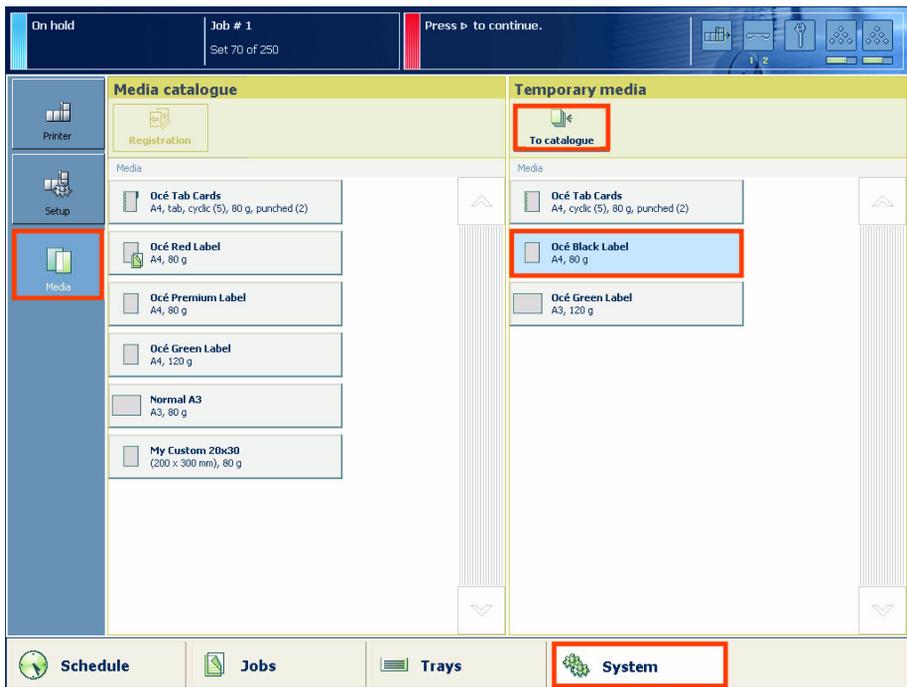
When a job is submitted that requires media that are not included in the 'Media catalog', these media become temporary media. The operator panel displays the temporary media in the following places.

- In the list of 'Required media' in the 'Schedule' view, when the job is scheduled for printing.
- In the list of 'Temporary media' in the 'Media' tab of the 'System' view.

When you plan to use a temporary media more often, you can add the media to the 'Media catalog'.

This section describes how to add temporary media to the 'Media catalog'.

Illustration



[88] Temporary media

Add temporary media to the 'Media catalog'

1. Press the 'System' button on the operator panel.
2. Press 'Media'.
The names of the temporary media are displayed in the 'Temporary media' section.
3. Select the media you want to add to the 'Media catalog'.
4. Press 'To catalog'.
The media is added to the 'Media catalog'.



Note: *If required, you can edit the attributes of the media in the 'Media catalog' on the Océ VarioPrint® 6160/6200/6250 Settings Editor.*

Perform a media registration for standard-size media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed.

Depending on the regional setting in the Océ VarioPrint® 6160/6200/6250 Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own.

The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for standard-size media (media with a length of less than 390 mm / 15.35").



Note: *It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.*

Before you begin

1. Press the 'System' button on the operator panel.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.

4. Press 'Registration'.

When a maintenance PIN is defined in the Océ VarioPrint® 6160/6200/6250 Settings Editor, a numerical keyboard appears.

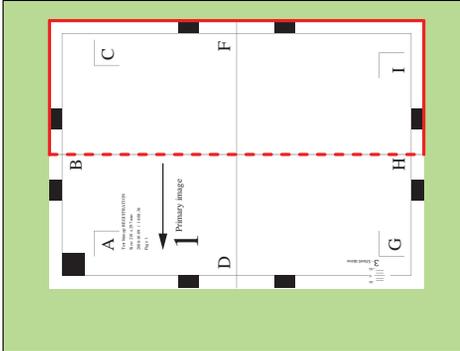
5. Enter the maintenance PIN to start the wizard.



Note: *The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.*

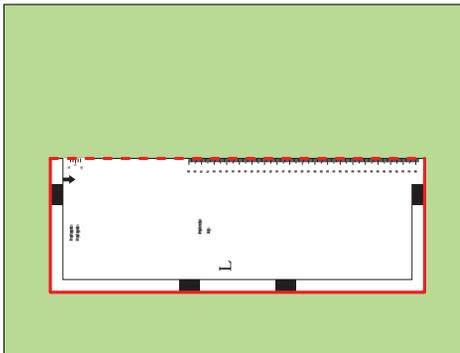
Print the test sheets and create the ruler

1. Read the introduction on the screen. Then press 'Next'.
The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.



[89] Fold the sheet to create a ruler

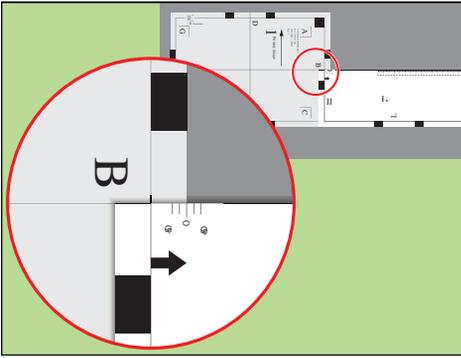
This is your ruler.



[90] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.

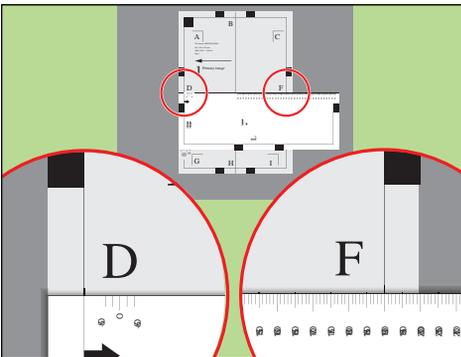


[91] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Adjust the X-length of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
3. Align the start of the ruler with point 'D' of the test sheet.

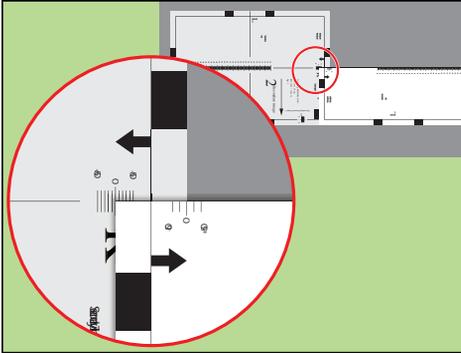


[92] Align the ruler with 'D'

4. Read the value at point 'F'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.



[93] Align the ruler with 'K'

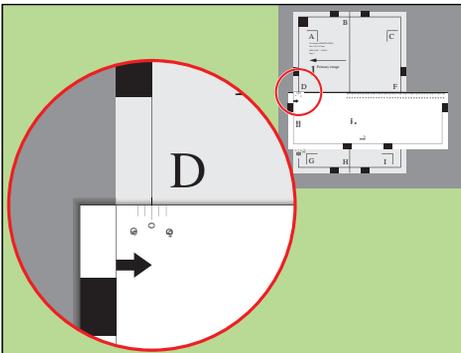
3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.



Note: After step 8, the printer prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
3. Align the start of the ruler with the left edge of the test sheet.



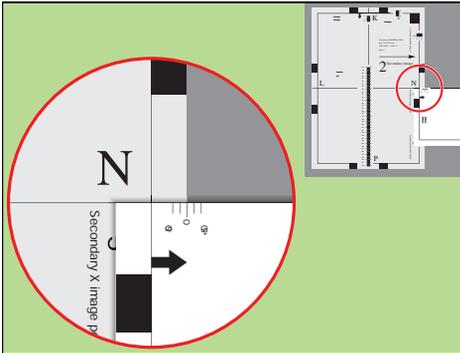
[94] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.

6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.



[95] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result. Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

Perform a media registration for large media

Introduction

The different properties of media can influence the alignment of images when the media are printed. To ensure a correct alignment, you can perform a media registration for each individual media in the 'Media catalog'. The following values will be measured.

- The Z-position of side 1
- The X-length of side 1
- The Z-position of side 2
- The X-position of side 1
- The X-position of side 2.

For each media registration, a paper ruler and 3 test sheets will be printed. Depending on the regional setting in the Océ VarioPrint® 6160/6200/6250 Settings Editor, the paper ruler is printed on A4 or Letter. You can use the first printed sheet to create the paper ruler. However, you can also use a universal ruler of your own. The ruler must be long enough to carry out the measurements. You must carry out each measurement on all 3 test sheets. The system calculates the average value of the measurements.

This section describes how to perform a media registration for large media (media with a length of 390 mm / 15.35" or more).



Note: *It is recommended to perform the media registration when the list of 'Scheduled jobs' is empty.*

Before you begin

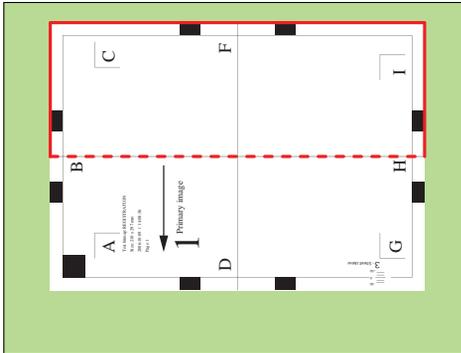
1. Press the 'System' button on the operator panel.
2. Press 'Media'.
3. Select a media from the 'Media catalog' for which you want to perform a media registration.
4. Press 'Registration'.
When a maintenance PIN is defined in the Océ VarioPrint® 6160/6200/6250 Settings Editor, a numerical keyboard appears.
5. Enter the maintenance PIN to start the wizard.



Note: *The following procedures often refer to the start of the ruler. The start of the ruler is the line where the shaft of the arrow starts.*

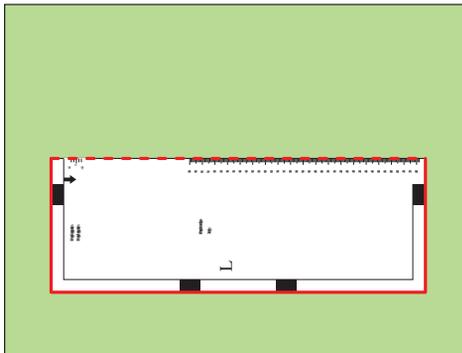
Print the test sheets and create the ruler

1. Read the introduction on the screen. Then press 'Next'.
The printed test sheets go to the system output.
2. Take the first printed sheet.
3. Fold the sheet along the line 'B-H' on side 1.



[96] Fold the sheet to create a ruler

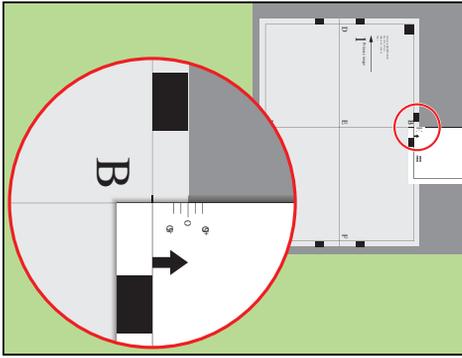
This is your ruler.



[97] The ruler

Adjust the Z-position of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'B' of the test sheet.

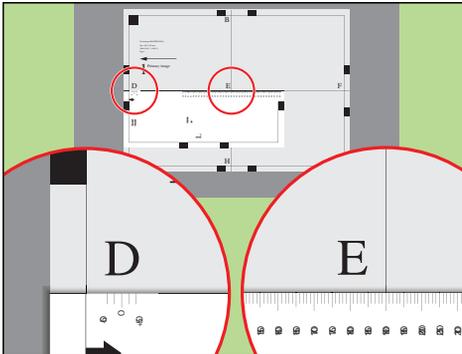


[98] Align the ruler with 'B'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.

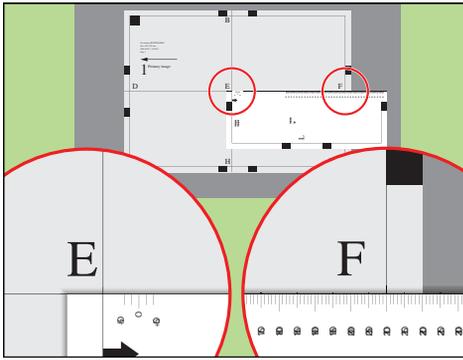
Adjust the X-length of side 1

1. Take the first test sheet.
2. Align the start of the ruler with point 'D' and read the value at point 'E'.



[99] Align the ruler with 'D' and read the value at 'E'

3. Open the 'Calculator assistant', enter the 'DE' value and press 'OK'.
4. Align the start of the ruler with point 'E' and read the value at point 'F'.

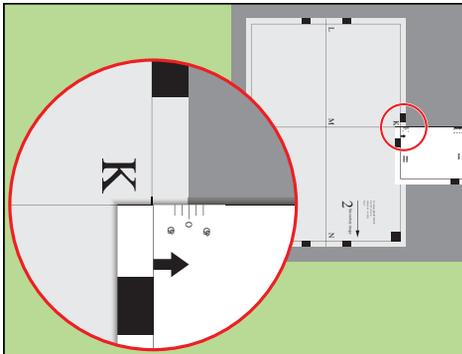


[100] Align the ruler with 'E' and read the value at 'F'

5. Open the 'Calculator assistant', enter the 'EF' value and press 'OK'.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the Z-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'K' of the test sheet.



[101] Align the ruler with 'K'

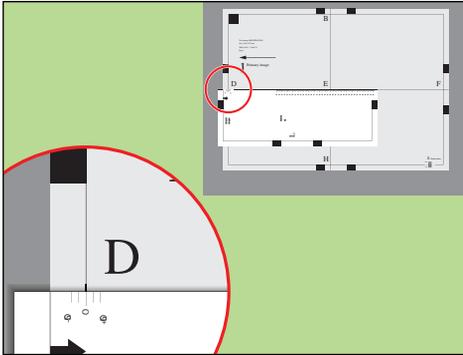
3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.
8. Repeat the steps 2 - 4.



Note: After step 8, the printer prints another 3 test sheets to measure the X-position of side 1 and side 2.

Adjust the X-position of side 1

1. Take the first test sheet.
2. Put the ruler along the line 'D-F' of the test sheet.
3. Align the start of the ruler with the left edge of the test sheet.

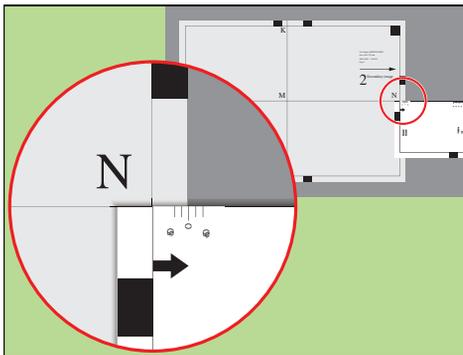


[102] Align the ruler with the edge of the sheet

4. Read the value at point 'D'.
5. Enter the value.
6. Take the second test sheet.
7. Repeat the steps 2 - 5.
8. Take the third test sheet.
9. Repeat the steps 2 - 5.

Adjust the X-position of side 2

1. Take the first test sheet.
2. Align the start of the ruler with point 'N' of the test sheet.



[103] Align the ruler with 'N'

3. Read the value at the edge of the test sheet.
4. Enter the value.
5. Take the second test sheet.
6. Repeat the steps 2 - 4.
7. Take the third test sheet.

8. Repeat the steps 2 - 4.

Result

A pop-up message appears. The message asks you whether you want to print an extra test sheet to verify the result of the registration. You can do one of the following.

- Press 'Yes' if you want to print an extra test sheet to verify the result. Wait for the sheet and check the result. Another pop-up message appears. Press 'Yes' if the registration is correct. Press 'No' if the registration is not correct. Then the registration procedure will start again.
- Press 'No' if you do not want to print an extra test sheet. The registration procedure will be finished.

Chapter 5

Keeping the printer running



Add toner

Introduction

The Océ VarioPrint® 6160/6200/6250 has 2 toner reservoirs. This section describes how to add toner.

When to do

When a toner reservoir is empty or almost empty (see '[Check the status of the toner reservoirs](#)' on page 112).



Attention: Only use the Océ VarioPrint 6000 toner.



Attention: Never add more than 3 bottles at a time. The status bars of the toner indicators indicate the amount of bottles you are allowed to fill.

Attention: The printer must be switched on to add the toner. You can add toner while the printer is busy.

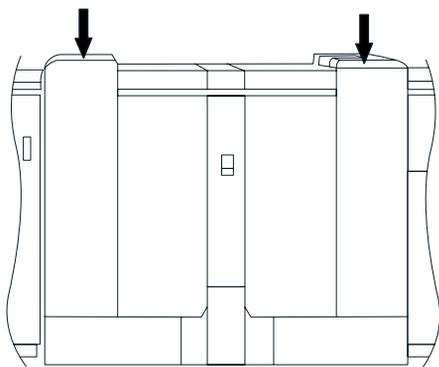
Attention: If you spill toner, refer to the Safety data sheets in the Océ VarioPrint® 6160/6200/6250 Safety manual for information about the removal and cleaning.

Add toner

1. Shake the toner bottle well (see the instructions on the bottle).
 2. Remove the screw cap from the bottle.
-

Attention: Do not remove the seal from the bottle.

3. Open the front door of the toner reservoir you want to fill.
-



[104] Open the front doors

4. Open the lid of the toner reservoir.
5. Put the toner bottle into the opening of the toner reservoir.



Note: *The toner bottle only fits one way.*

6. When the toner bottle is empty, carefully tilt the toner bottle into the horizontal position.
Make sure that the opening of the toner bottle remains over the opening of the toner reservoir.
7. Rotate the toner bottle a half turn to the right to remove the residual toner.
8. Remove the toner bottle.
9. Close the lid of the toner reservoir.
10. Close the front door of the toner reservoir.

Finisher: Add staples

Introduction

The optional finisher (see *'The output locations' on page 29*) on top of the stacker can staple your jobs. The finisher contains 2 staplers. Both staplers are located inside the finisher. Stapler 1 is located at the back side. Stapler 2 is located at the front side. This section describes how to add staples.

When to do

When a stapler cartridge is empty or almost empty (see *'Check the status of the stapler cartridges' on page 114*).

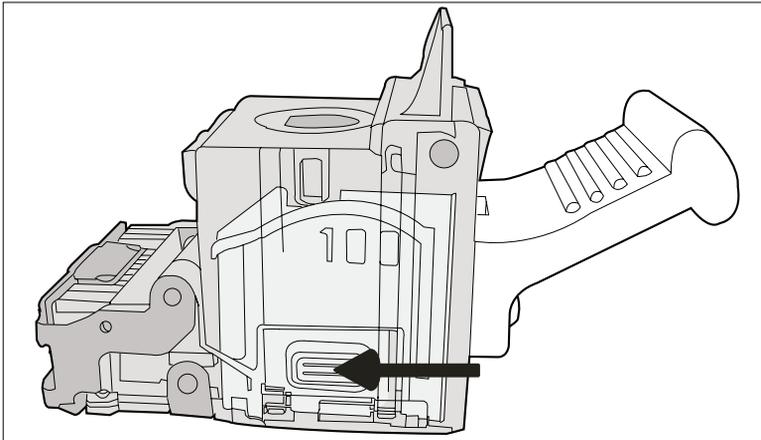
Note: Only use staples of type S25.

Get access to the staplers

1. Open the front door of the finisher.
2. Open top cover E1.
3. Open cover E5.
4. Lock cover E5 with the locking mechanism E6.
5. If required, slide stapler 1 to the center. This makes the access to the cartridge holder in stapler 1 easier.

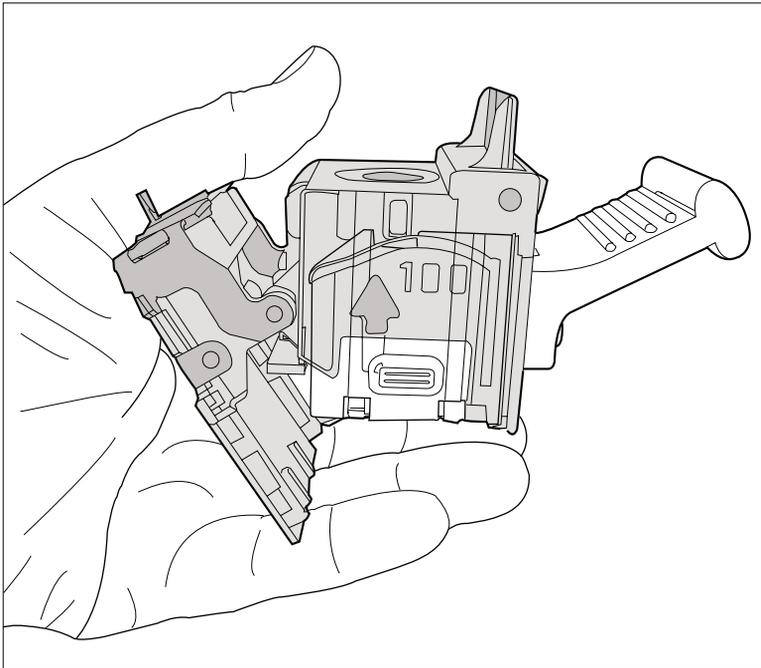
Add staples

1. Remove the cartridge holder from the stapler.
2. Press the striped release buttons at both sides of the cartridge holder to unlock the lower cover.



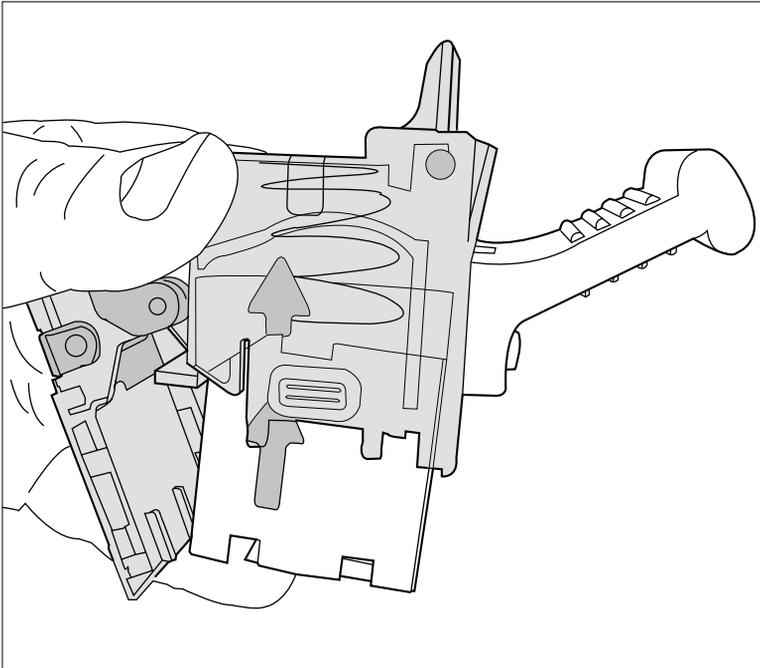
[105] Press the 2 release buttons simultaneously

The lower cover opens.



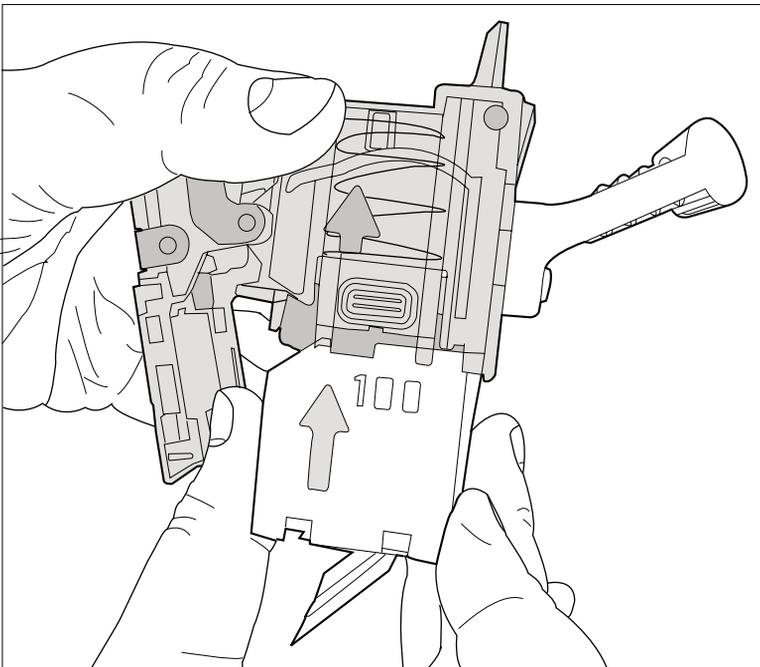
[106] The lower cover opens

3. Remove the empty stapler cartridge in the opposite direction of the arrow.



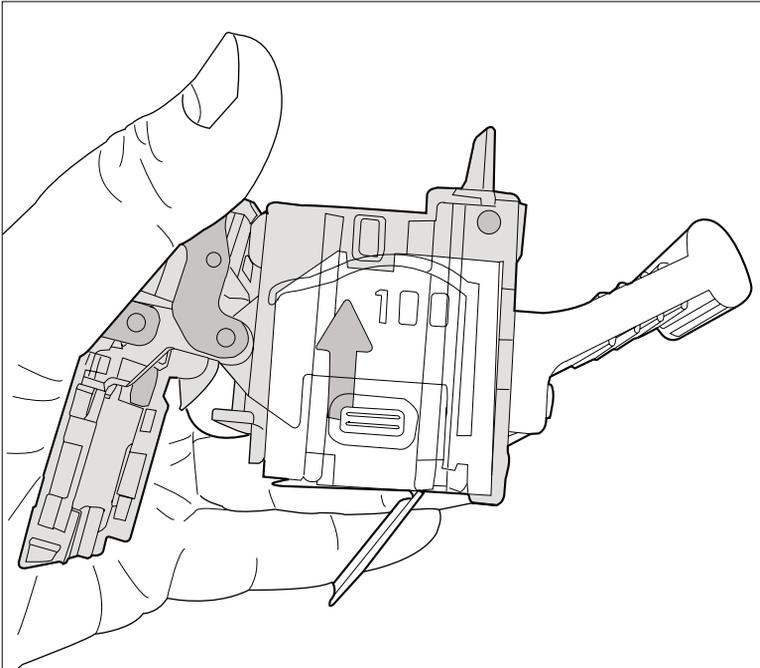
[107] Remove the stapler cartridge

4. Slide a new stapler cartridge into the cartridge holder, in the direction of the arrow.



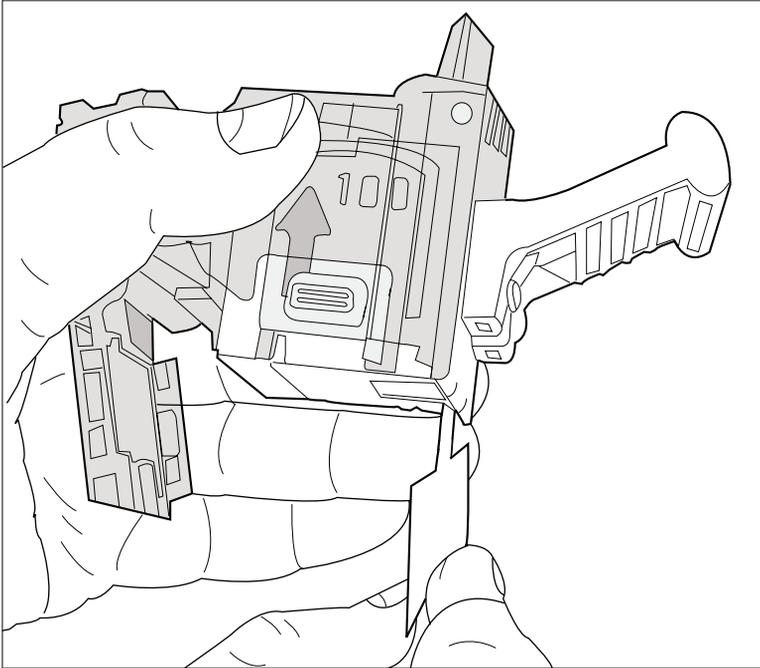
[108] Place a new stapler cartridge

5. Push the stapler cartridge into the cartridge holder until the cartridge clicks into place.



[109] Firmly push the stapler cartridge into the holder

6. Remove the paper ribbon that secures the staples in the stapler cartridge.



[110] Remove the paper ribbon

7. Close the lower cover.
8. Place the cartridge holder in the stapler.

Close the doors and covers

1. Hold cover E5 while you unlock E6.
2. Close cover E5.
3. Close top cover E1.
4. Close the front door of the finisher.

Stacker/stapler: Replace the stapler cartridge

Introduction

The optional stacker/stapler *The output locations on page 29* can staple your jobs. This section describes how to replace the stapler cartridge.

Replace the stapler cartridge

1. Open the front side of the stacker/stapler.
2. Pull the metal staple unit that contains the stapler cartridge towards you.
3. Push and hold the little amber lever to the left to unlock the staple unit.
4. Pull the white, right-hand side of the staple unit towards you, at an angle of 90 degrees.
5. Hold the little metal ridge at the top of the staple unit to prevent that the staple unit slides to the front.
6. Take the stapler cartridge from the holder and insert a new stapler cartridge.
7. Push the little amber lever to the left to move the staple unit up again.
8. Close the front side of the stacker/stapler.

Troubleshooting

Introduction

The main types of possible errors are the following.

- Errors that relate to the printer
- Errors that relate to the jobs
- Toner problems that relate to the use of fiber-rich media.

This section gives an overview of the possible errors and the solutions to these errors.



Note: *Only operators who received the Océ VarioPrint® 6160/6200/6250 maintenance training are allowed to replace or clean parts and solve paper jams in the process units.*

Overview of the possible printer errors

[30] Handle the printer errors

(1 – 2)

Error	Solution	Additional information
Paper jam	Follow the instructions on the operator panel.	After you solved the error, the printer starts from the point where the printing stopped due to the error. Please check for double prints.
Software error	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must restart the printer.
Service required	Follow the instructions on the operator panel.	A message on the operator panel will indicate that you must call an Océ service technician.
Maintenance required	Follow the instructions on the operator panel.	<p>The maintenance wizard appears. You need the maintenance PIN to access the maintenance mode. The machine is automatically switched off.</p> <p> Note: <i>Only trained operators are allowed to perform maintenance tasks.</i></p>

[30] Handle the printer errors

(2 – 2)

Error	Solution	Additional information
Unit reconditioning	Follow the instructions on the operator panel.	After an error was solved, the printer checks if the print job can continue from the point where the printing stopped. When you use cyclic media, you must probably remove a couple of sheets.
The system cannot determine if the output is complete	Follow the instructions on the operator panel and check the output.	The system can sometimes not determine if the output is complete. Then you must check the output. Press the 'OK' button when the output is complete.

Overview of the possible job errors

[31] Handle the job errors

Error	Solution	Additional information
The required supplies are not available	Add the required supplies (media, toner and staples) before the printer stops printing.	The dashboard helps you to determine when the supplies are required.
The defined combination of job settings is not possible	<ul style="list-style-type: none"> ■ The controller corrects the settings. ■ You must define a correct combination of job settings in the 'Properties' section of the 'Jobs' view on the operator panel. 	<p>The solution depends on the place where the job settings are defined.</p> <ul style="list-style-type: none"> ■ When the job settings are defined in an application or printer driver, the controller automatically corrects the settings. ■ When you define the job settings on the operator panel, the operator panel displays a message that the defined combination is not possible. The 'OK' button is disabled.

Overview of the possible toner problems when using fiber-rich media

Toner problem	Solution
Several toner pollutions on the sheet	<ul style="list-style-type: none"> ■ Reduce the 'Media quality factor' from 600 to 400 or 200 <i>Change the media quality factor on page 134.</i> ■ When the print quality is still not optimal, you can enable the 'Enhanced cleaning mode' <i>Enable the enhanced cleaning mode on page 134.</i>
Toner pollution along the edge of the sheet (2-3 mm)	<ul style="list-style-type: none"> ■ Keep the 'Media quality factor' at 600. ■ Enable the 'Enhanced cleaning mode' <i>Enable the enhanced cleaning mode on page 134.</i> <p> Note: <i>When the peripheral pollution mainly occurs at 1 side of the sheet, it is advised to rotate the media in the paper tray by 180 degrees.</i></p>

Toner problem	Solution
A combination of the above pollutions	<ul style="list-style-type: none"> ■ Enable the 'Enhanced cleaning mode'<i>Enable the enhanced cleaning mode on page 134.</i> ■ When the print quality is still not optimal, you can reduce the 'Media quality factor' from 600 to 400 or 200 <i>Change the media quality factor on page 134.</i>
Toner pollution on mixed jobs with local low and high toner coverage	<ul style="list-style-type: none"> ■ Reduce the 'Media quality factor' from 600 to 400 or 200 <i>Change the media quality factor on page 134.</i> ■ When the print quality at a 'Media quality factor' of 200 is still not optimal, you can enable the 'Enhanced cleaning mode'<i>Enable the enhanced cleaning mode on page 134.</i>

Appendix A

Miscellaneous



Product specifications



Note: The media specifications in the following table are based on plain paper of 80 g/m² or 20 lb bond.

Overview of the main product specifications

[33] Product specifications

(1 – 3)

Item	Specification
Technology	Océ Gemini Instant Duplex technology
Print speed (2-sided)	<p>Océ VarioPrint® 6160:</p> <ul style="list-style-type: none"> ■ 160 images/minute (A4/Letter) ■ 83 images/minute (A3/Ledger) <p>Océ VarioPrint® 6200:</p> <ul style="list-style-type: none"> ■ 200 images/minute (A4/Letter) ■ 106 images/minute (A3/Ledger) <p>Océ VarioPrint® 6250:</p> <ul style="list-style-type: none"> ■ 250 images/minute (A4/Letter) ■ 132 images/minute (A3/Ledger) <p> Note: For 1-sided printing, the print speed of A4 or Letter like media is 125 images/minute for all machine types.</p>
Supported media sizes	<ul style="list-style-type: none"> ■ Minimum 8 x 8 inch ■ Maximum 12.5 x 19.2 inch
Supported media weights	<ul style="list-style-type: none"> ■ 33 - 202 lb. bond for Océ recommended media ■ 40 - 135 lb. bond for other media
Printable area	<p>Long edge: maximum 19.1 inches</p> <p>Short edge: maximum 12.5 inches</p>
Active registration	< .02 inches
Input capacity per paper module	<ul style="list-style-type: none"> ■ Normal trays 1 and 2: 600 sheets each ■ Bulk trays 3 and 4: 1,700 sheets each

[33] Product specifications

(2 – 3)

Item	Specification
Output capacity per output location	<ul style="list-style-type: none"> ■ Stacker: 6,000 sheets in 2 stacks of 3,000 sheets each ■ Finisher: Top tray: 900 sheets Middle tray: 1,000 sheets each Lower tray: 1,800 sheets. Upper output: 500 sheets ■ Stacker/stapler: Output tray: 2,000 sheets Upper output: 250 sheets
Supported media sizes per output location	<ul style="list-style-type: none"> ■ Stacker: All media sizes between 8 x 8 inch and 12.5 x 19.2 inches ■ Finisher: Long edge: 10.8 - 12.04 inches Short edge: 8.18 - 8.66 inches ■ Stacker/stapler, output tray (stapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 297 mm ■ Stacker/stapler, output tray (unstapled sheets): Long edge: 203 mm - 488 mm Short edge: 203 mm - 320 mm ■ Stacker/stapler, upper output: Long edge: 178 mm - 488 mm Short edge: 203 mm - 320 mm
Stapling capacity	<ul style="list-style-type: none"> ■ Finisher: 100 sheets ■ Stacker/stapler: 80 sheets. You can set a value from 30 - 80 in the Océ VarioPrint® 6160/6200/6250 Settings Editor
Toner	Océ VarioPrint 6000 toner
Resolution	<ul style="list-style-type: none"> ■ 1200 dpi ■ 141 lpi
Warm-up time	< 12 minutes
Network connectivity	10/100 Mbit and 1 Gbit Ethernet
Network protocols	<ul style="list-style-type: none"> ■ TCP/IP ■ IPX ■ SMB

Item	Specification
Higher level protocols	<ul style="list-style-type: none">■ LPR/LPD for job submission■ Socket printing■ SNMP
Supported PDLs	<ul style="list-style-type: none">■ Adobe® PostScript® 3™ / streaming PostScript®■ PCL 6 (combines PCL5e and PCL XL)■ PDF 1.5■ Xerox® PPP support
Supported applications	<ul style="list-style-type: none">■ Océ VarioPrint® 6160/6200/6250 printer driver■ Océ PRISMAprepare■ Océ PRISMAaccess■ Océ PRISMAproduction■ Océ DPlink emulation of Xerox DocuTech™ 61xx (Xerox® DigiPath® 1.2, 2.0, 2.1, 3.x and 4.x, and Xerox® FreeFlow™ 2.x)

Reader's comment sheet

Questions

Have you found this manual to be accurate?

Yes

No

Were you able to operate the product, after reading this manual?

Yes

No

Does this manual provide sufficient background information?

Yes

No

Is the format of this manual convenient in size, readability and arrangement (page layout, chapter order, etc.)?

Yes

No

Could you find the information you were looking for?

Always

Most of the times

Sometimes

Not at all

What did you use to find the required information?

Table of contents

Index

Are you satisfied with this manual?

Yes

No

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If you have other comments or concerns, please explain or suggest improvements overleaf or on a separate sheet.

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For the attention of ITC User Documentation.
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The Netherlands

Send your comments by E-mail to: itc-userdoc@oce.com

For the addresses of local Océ organisations see: <http://www.oce.com>

Addresses of local Océ organisations

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<p>Océ-Deutschland GmbH Solinger Straße 5-7 45481 Mülheim/Ruhr Germany http://www.oce.de/</p>	<p>Océ-Hong Kong and China head office 12/F 1202 The Lee Gardens 33 Hysan Avenue Causeway Bay Hong Kong http://www.oce.com.hk/</p>

Addresses of local Océ organisations

<p>Océ-Hungaria Kft. 1241 Budapest Pf.: 237 Hungary http://www.oce.hu/</p>	<p>Océ-Ireland Ltd. 3006 Lake Drive Citywest Business Campus Saggart Co. Dublin Ireland http://www.oce.ie/</p>
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<p>Océ-Belgium S.A. Rue Astrid 2/A 1143 Luxembourg-Belair http://www.oce.lu/</p>	<p>Océ Malaysia Sdn. Bhd. #3.01, Level 3, Wisma Academy Lot 4A, Jalan 19/1 46300 Petaling Jaya Selangor Darul Ehsan Malaysia http://www.ocemal.com.my/</p>
<p>Océ-Mexico S.A. de C.V. Prolongación Reforma 1236, 4to Piso Col. Santa Fé, Del. Cuajimalpa C.P. 05348 México, D.F. México http://www.oceusa.com/</p>	<p>Océ-Norge A.S. Postboks 4434 Nydalen Gjerdrums vei 8 0403 Oslo Norway http://www.oce.no/</p>
<p>Océ-Poland Ltd. Sp.z o.o. ul. Bitwy Warszawskiej 1920 r. nr. 7 02-366 Warszawa Poland http://www.oce.com.pl/</p>	<p>Océ-Lima Mayer, S.A. Av. José Gomes Ferreira, 11 Piso 2 - Miraflores 1497-139 Algés Portugal http://www.oce.pt/</p>
<p>Océ Singapore Pte Ltd. 190 MacPherson Road #03-00 Wisma Gulab Singapore 348548</p>	<p>Océ Printing Systems (PTY) Ltd. P.O.Box 629 Rivonia 2128 South Africa</p>

<p>Océ España SA Business Park Mas Blau Osona, 2 08820 El Prat de Llobregat Barcelona Spain http://www.oce.es/</p>	<p>Océ-Svenska AB Sollentunavägen 84 191 27 Sollentuna Sweden http://www.oce.se/</p>
<p>Océ-Schweiz AG Sägereistrasse 10 CH8152 Glattbrugg Schweiz http://www.oce.ch/</p>	<p>Océ (Thailand) Ltd. B.B. Building 16/Floor 54 Asoke Road Sukhumvit 21 Bangkok 10110 Thailand</p>
<p>Océ-Nederland B.V. P.O.Box 800 5201 AV 's-Hertogenbosch The Netherlands http://www.oce.nl/</p>	<p>Océ (UK) Limited Océ House Chatham Way Brentwood, Essex CM14 4DZ United Kingdom http://www.oce.co.uk/</p>
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Note: *The web site <http://www.oce.com> gives the current addresses of the local Océ organizations and distributors.*



Note: *The addresses of local Océ organizations for information about the Wide Format Printing Systems and the Production Printing Systems can be different from the addresses above. Refer to the web site <http://www.oce.com> for the addresses you need.*

Index

A

Add	
Toner	156
Add staples	
Finisher	158
Stacker/stapler	163
Add temporary media to the Media catalog	141
Add toner	156
Assign media to paper tray	108
Available documentation	12

B

Billing counters	115, 117
Bundle your jobs	81
Bundled job	
Change the job order	82
Change the number of sets	82
Check the first set	83
Split	83

C

Change	
Check first set	101
Image shift	103
Language	126
Media	87
Number of sets	90
Number of staples	94
Output location	92
Sorting method	96
Type of offset stacking	98
Warning time	128
Check	
Stapler cartridges	114
Toner level	112
Check first set	101
Clean the operator panel	24
Content of the manuals	12
Counters	115, 117
Create a bundled job	81

D

Dashboard	36
Day counters	115
Delete a job	73
Double-sheet detection	131
Disable	133
Enable	133

E

Edit a bundled job	
Change the job order	82
Change the number of sets	82
Check the first set	83
Eject a stack	
After a set	62
As soon as possible	62
Enhanced cleaning mode	131, 134
Enhanced media mode	131
Disable	133
Enable	133
Errors	
Job errors	164
Printer errors	164

F

Features	11
----------	----

I

Image shift	103
Intermediate check print	135

J

Job	
Change number of sets	90
Change the media	87
Change the number of staples	94
Change the output location	92
Change the sorting method	96
Change the type of offset stacking	98
Check the first set	101

Delete	73
Give priority	72
Make a proof	77
Print later	75
Print the job parameters	79
Reprint	70
Schedule	68
Shift the image	103
To top	72
Job ticket	79
Jobs view	
Overview	65

L

Large media	115
Load the media	44

M

Make a proof	77
Media	
Icons	106
Information	106
Large	115
Standard	115
Media catalog	139
Media handling	
Description	139
Media quality factor	131, 134
Media registration	
Large media	148
Standard-size media	143
Meter readings	118

N

Number of sets	90
----------------	----

O

Offset stacking	98
On/Off button	14
Operator attention light	
Status colors	27
Operator panel	
Clean	24
Main components	24
Output locations	
External finisher	30
Finisher	30

Finisher upper output	30
Stacker	30
Stacker/stapler	30
Stacker/stapler upper output	30
System output	30

P

Paper module	
Control panel	32
Green check mark	32
LEDs	32
Not assigned button	32
Red arrows	32
Paper tray icons	106
Power modes	14
Power switch	14
Print	
Job parameters	79
Job settings	79
Print a scheduled job later	75
Print all jobs with available media	84
Print the jobs with a label	85
Printer	
Shut down	18
Sleep mode	18
Turn on	17
Wake up	17
Priority for a job	72
Product specifications	170

R

Replace stapler cartridge of stacker/stapler	163
Reprint a job	70
Reset day counters	116

S

Schedule a job	68
Schedule view	
Introduction	39
Jobs pane	40
Media toolbar	41
Output locations pane	42
Required media pane	40
Streaming jobs	39
Zoom control	43
Shut-down procedure	18
Sorting method	96
Split a bundled job	83

Stacker		Disable	129
Eject a stack	62	Set	128
Eject button	62	Workflow	
Standard media	115	Example	46
Stapler icons	114	Print a job	46
Staples		Workflow profiles	
Finisher	158	Check and print	122
Stacker/stapler	163	Function	121
Stop a job		Job by job	122
After a job	64	Manual planning	122
Stop behavior		Standard	122
Stop after a job	62	Unattended	122
Stop after a set	62		
Stop as soon as possible	62		
Stopping a Job			
After a page	63		
After a set	63		
As soon as possible	63		
System components			
Engine module	22		
Finisher	22		
Operator attention light	22		
Operator panel	22		
Paper module	22		
Roll feeder	22		
Stacker	22		
Stacker/stapler	22		
System view			
Media section	137		
Printer section	110		
Setup section	119		
T			
Temporary media	140, 141		
Ticket	79		
Toner	156		
Toner counter	115, 117		
Toner icons	112		
Toner indicator			
Status bar	156		
Toner icon	156		
Toner problems on fiber-rich media	164		
Trademarks	3		
Trays view			
Overview	105		
Troubleshooting	164		

W

Warning time

