



# How to Create a Job Template

GX Print Server for  
B9 Series Copier/Printer

Version 2.1



# Overview

This exercise will demonstrate the ability to save pre-defined job properties as a Job Template and apply the Job Template to logical printers (Hot Folders) and jobs.

This demonstration will use the example of changing the default “Rip Type” from CPSI (Configurable PostScript Interpreter) to APPE (Adobe PDF Print Engine).

Please note that this option has been selected for demonstration purposes only and that the main concept of creating a change to the default options can be applied to any option within the “Job Properties” windows. Job Templates are an effective way of applying commonly used functions to multiple jobs in a production environment.

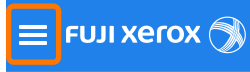
# Objective

By the end of this exercise users will be able to:

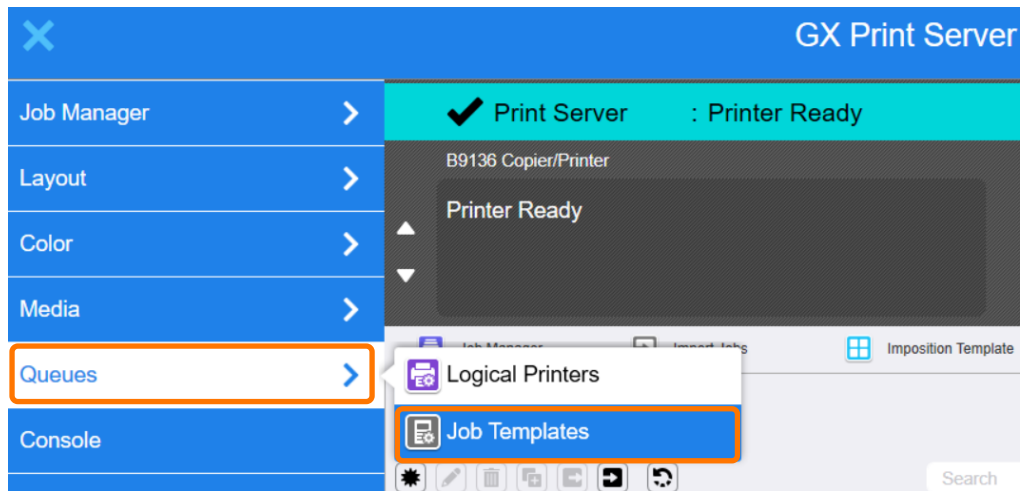
- Navigate to the location of the setting on the GX Print Server.
- Create a new job template.
- Apply the Job Template to a job.

# Create Job Template

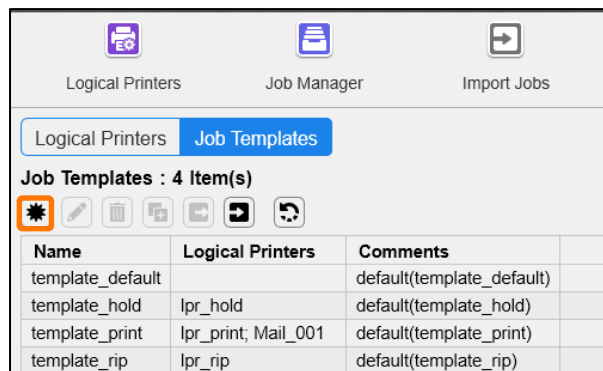
1. Log in as an “Administrator”
2. Select the Sidebar menu button, as highlighted in the following image



3. Select [Queues] > [Job Template]



4. Click  (Create New).



5. Enter **[Template Name]** and click **[Edit Job Properties]**.

Name	Type	Comments	Assigned
JSO	JDF		<input type="checkbox"/>
lpr_print	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lpr_hold	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lpr_rip	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lp	TCP/IP (LPD)		<input type="checkbox"/>
drop	Drop Utility Server		<input type="checkbox"/>

6. Select **[Advanced Settings]** > **[Settings]** > **[Processing Options]** > **[APPE]** in **[RIP Type]** and click **[OK]**.

Copies: 1 (1-9999)

Advanced Settings

Settings > Processing Options

RIP Type

APPE (Adobe PDF Print Engine)

CPSI (Configurable PostScript Interpreter)

Receive and RIP

Allow Job Deletion

Print E-mail Information (E-mail Print Only)

Use PDL Settings

7. Click **[OK]**.

Logical printers to which this template is assigned

Name	Type	Comments	Assigned
JSO	JDF		<input type="checkbox"/>
lpr_print	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lpr_hold	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lpr_rip	TCP/IP (LPD)	This is Comment	<input type="checkbox"/>
lp	TCP/IP (LPD)		<input type="checkbox"/>
drop	Drop Utility Server		<input type="checkbox"/>



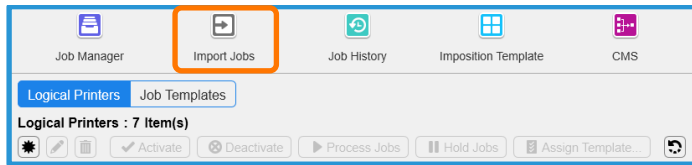
The Job Template can be assigned to Logical Printers by checking the box in [Assigned] column in the dialog window.

Congratulations you have now successfully created a job template.

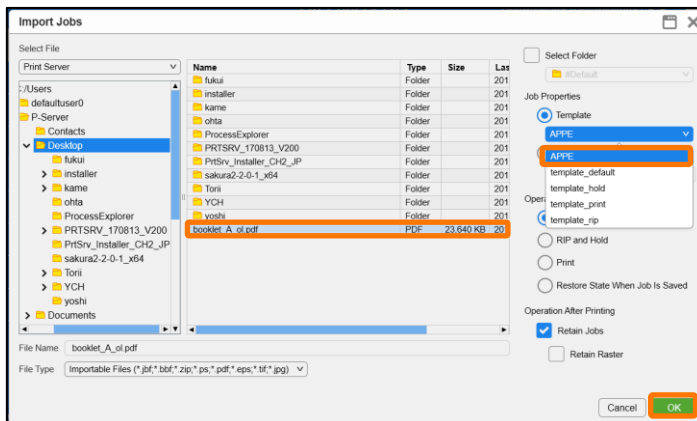
If required, you may proceed to the next example, applying a Job Template to a Job.

# Apply a Job Template to a Job

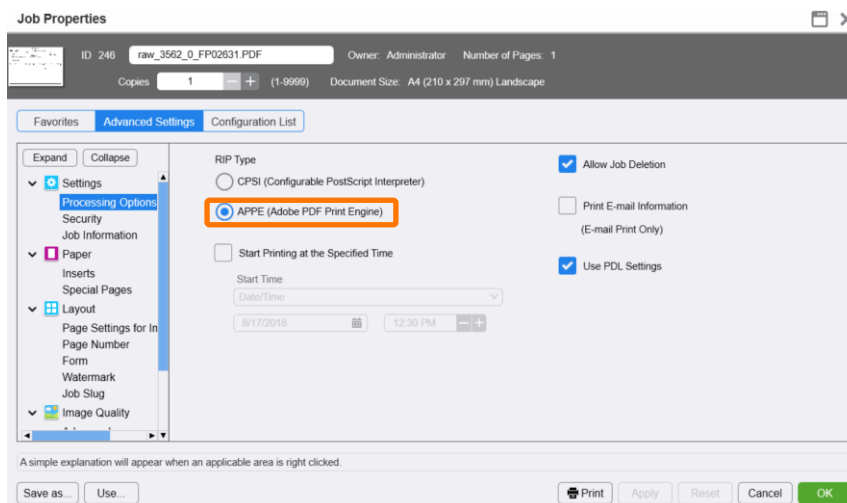
1. In the shortcut area, select **[Import Jobs]**.



2. Select the file to import and select **APPE** in **[Template]** and then click **[OK]**.



3. Double-click the imported job to display Job Properties.
4. Check **[APPE]** is selected in **[Advanced Settings]** > **[Settings]** > **[Processing Options]** > **[RIP Type]** and click **[OK]**.



The Job Template can be applied by clicking [Use] in Job Properties.

Congratulations you have now completed this exercise