

How to Import a Job

GP Controller for ApeosPro C810/C750/C650

Version 1.0

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Overview

This exercise will demonstrate the ability to easily import a job to be printed into the GP Controller - PrintStation. There are two ways to import a job to the GP Controller - Import Jobs or the Drag and Drop method. Both ways efficiently improve job management, especially with the ability to submit multiple files at once.

Supported file types for Import Jobs are: .jbf, .bbf, .zip, .ps, .pdf, .eps, .tif, .jpg, .vpc

Objective

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

- Navigate the feature on the GP Controller
- Import a file into Job Manager
- Drag and Drop a file into Job Manager
- Open Job Properties of a job in Job Manager

Import a Job

1. In the Shortcut Area, select Import Jobs



- 2. From the Import Jobs window (pop-up window), select the file you want to import. There might be an instance that you will need to browse through the folders to select your file.
- 3. Still in the Import Jobs window, under Operation After Importing, select Hold Jobs, then press OK.

Import Jobs	
Select File	Select Folder
Client (Local Machine) Name	
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✓ □ en_US □ Manual PDE ✓ License.pdf	Template
∧ □ ja_JP Manual_Basic.pdf	Logical Printer
∧ □ ko_KR	
CN Manual_Color.pdf	Operation After Importing
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	RIP and Hold Print
∧ □ Mv Pictures	Restore State When Job Is Saved
File Name License.pdf	Operation After Printing
File Type Importable Files (*.jbf,*.bbf,*.zip;*.ps;*.pdf,*.eps;*.tif,*.jpg;*.vpc) V	Retain Jobs
	Retain Raster
	Cancel OK

4. The job is imported in the Held list.



Import a Job using Drag and Drop
1. From the file location, select the file you want to import to GP Controller, and drag and drop it on to the Job List area of the Print Station.

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2. You can leave all the default settings, or you can change the Job Properties > Template, or the Operation After Importing setting. Click OK, if all the settings you want to apply have been selected.

Import Jobs						
Select File Name C:Wsers\myrosarm\Deskton\Security.nd	Size	Type	Last Modified Date/Time		Select Folder	~
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3. The job is imported to the Held list.

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Job Properties

1. Open PrintStation and select Job Manager.

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2. Select the job you want to edit the Properties for, from the Held list.

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- 3. Right-click on the selected job and select Properties.

NOTE

Another method to open Job Properties is by double-clicking on the selected job. Alternatively, you can use CTRL+O key command on the job.



Congratulations you have now completed this exercise.



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