
Job Spooler Ver.1.5

User's Guide

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1 Introduction

1.1 Welcome

This user's guide provides details on using the Job Spooler. Job Spooler is a utility for managing copier (multi-functional peripherals) jobs from the network and for reprinting documents saved in boxes.

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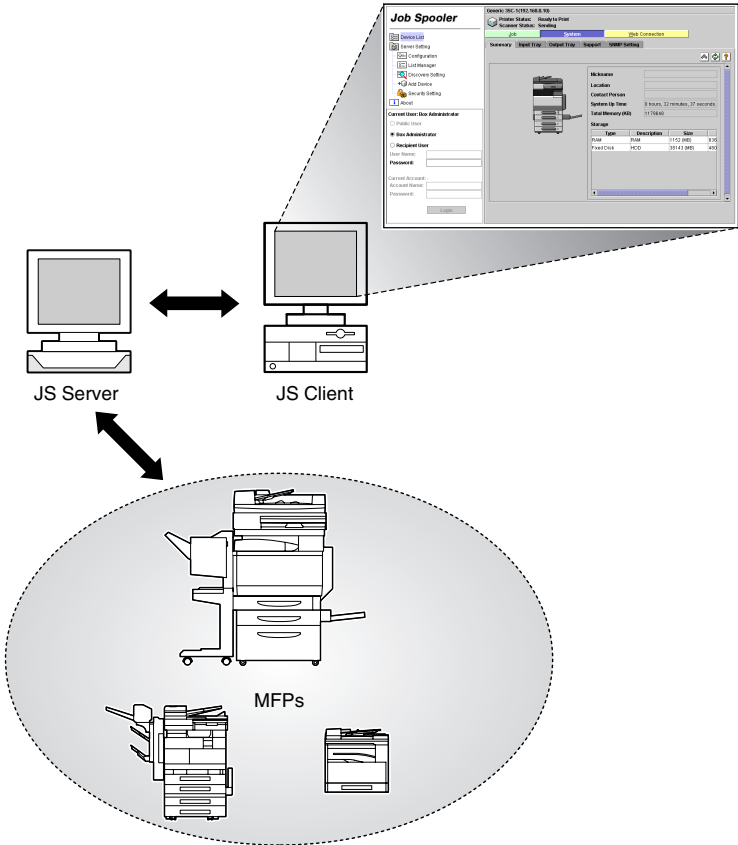
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The actual dialog boxes that appear in the screen may be slightly different from the screen images used in this user's guide.

In order to incorporate improvements in the product, the contents of this user's guide are subject to change without notice.

1.2 Overview

Job Spooler is a system constructed of a server and clients. The server software is installed on the server, then accessed from a client by using a Web browser.



The following operations can be performed by using Job Spooler.

- Displaying the list of, changing the order of, and cancelling queued jobs (active jobs)
- Editing the print settings (job ticket) for, reprinting, and deleting a document in a box, and displaying the job log

1.3 System Requirements

Server computer

Operating System	Hardware	Run Mode
Windows NT 4.0 (Service Pack 6a) Windows 2000 Professional (Service Pack 3 or later)	Processor: Pentium 400 MHz or higher Memory: 128 MB or more of RAM	NT Service
Windows XP Home Edition Windows XP Professional (Service Pack 1 or later)		
Windows Server 2003 Web Windows Server 2003 Standard	Processor: Pentium 550 MHz or higher Memory: 256 MB or more of RAM	
Solaris 7/8/9 (32 bit)	Processor: SPARC Station or later Memory: 128 MB or more of RAM	Daemon
Linux (IA32)	Processor: Pentium 400 MHz or higher Memory: 128 MB or more of RAM	Daemon

Client computer

Compatible operating systems and hardware

Operating System	Hardware
Windows 98 Windows 98SE Windows Me	Processor: Pentium 400 MHz or higher Memory: 128 MB or more of RAM Display: XGA (1024 × 768) or higher, 256 colors or higher
Windows NT 4.0 (Service Pack 6a) Windows 2000 Professional (Service Pack 3 or later)	
Windows XP Home Edition Windows XP Professional (Service Pack 1 or later)	
Windows Server 2003 Web Windows Server 2003 Standard	Processor: Pentium 550 MHz or higher Memory: 256 MB or more of RAM Display: XGA (1024 × 768) or higher, 256 colors or higher
Solaris 7/8/9 (32 bit)	Processor: SPARC Station or later Memory: 128 MB or more of RAM Display: XGA (1024 × 768) or higher, 256 colors or higher
Linux (IA32)	Processor: Pentium 400 MHz or higher Memory: 128 MB or more of RAM Display: XGA (1024 × 768) or higher, 256 colors or higher

Operating System	Hardware
Mac OS	Processor: PowerPC G4 400 MHz or higher Memory: 64 MB or more of RAM Display: XGA (1024 × 768) or higher, 256 colors or higher

Compatible Web browsers

Operating System	Web Browser	Remarks
Windows 98 Windows 98SE Windows Me Windows NT 4.0 Windows 2000 Professional (Service Pack 3 or later)	Internet Explorer 5.5 (Service Pack 2) or later Netscape 6.2.2 or later	SUN Java2RE Version 1.4.2 or later must be installed in order to display pages in Java mode.
Windows XP Home Edition Windows XP Professional (Service Pack 1 or later) Windows Server 2003 Web Windows Server 2003 Standard	Internet Explorer 6.x or later Netscape 6.2.2 or later	
Solaris 7/8/9 (32 bit) Linux (IA32)	Netscape 6.2.2 or later	
Mac OS X (10.3 or later)	Internet Explorer 5.5 or later Safari 1.2 or later Netscape 7.1	Java mode is not supported in the Mac OS.
Mac OS X (10.2)	Internet Explorer 5.x or later Netscape 7.1	
Mac OS X (10.1)	Internet Explorer 5.x or later Safari 1.2 or later Netscape 7.02	
Mac OS 9.x	Internet Explorer 5.x or later Netscape 7.02	

2 Installing/Uninstalling the Job Spooler Server

2.1 Installing Job Spooler

For Windows:

- 1 Double-click the installer.
 - JS-X.X.X-win.exe
“X.X.X” indicates the version number.
- 2 Select the desired language, and then click the [OK] button.
- 3 Click the [Next] button.
- 4 Select “I accept the terms of the License Agreement”, and then click the [Next] button.
- 5 Select the folder where the software is to be installed, and then click the [Next] button.
- 6 Type in the port number, and then click the [Install] button.
- 7 Click the [Done] button.
- 8 When a dialog box appears, confirming whether to start up Job Spooler immediately, click the [Yes] button.

Follow the procedure described below for Windows XP SP2:

- 1 Click “Control Panel” in the Start menu.
- 2 Double-click the “Windows Firewall” icon.
- 3 Click the “Exceptions” tab.
- 4 Click the [Add Program...] button.
- 5 Click the [Browse...] button.

- 6 Select the file at the following path, and then click the [Open] button.
C:\Program Files\Job Spooler\jre\bin\javaw.exe
- 7 Check that “javaw.exe” is selected, and then click the [OK] button.
- 8 Click the [OK] button to close the “Windows Firewall” dialog box.

For Solaris/Linux:

...

Tip

In order to install the software on a workstation running Solaris or Linux, you must log in with administrator (root) permissions.



...

Note

Install the software within the root partition.

- 1 Place the installer into a folder, and then start up the installer from the console window.
 - JS-X.X.X-solaris.bin (Solaris)
“X.X.X” indicates the version number.
 - JS-X.X.X-linux.bin (Linux)
“X.X.X” indicates the version number.
- 2 Select the desired language, and then press the [Enter] key.
- 3 Press the [Enter] key.
- 4 Type in “Y”, and then press the [Enter] key.
- 5 Type in the name of the folder where the software is to be installed, and then press the [Enter] key.
- 6 Type in port number, and then press the [Enter] key.
- 7 Press the [Enter] key.
- 8 When a dialog box appears, confirming whether to start up Job Spooler immediately, type in “Y”, and then press the [Enter] key.

2.2 Uninstalling Job Spooler

For Windows NT/2000:

- 1 Click the [Start] button, point to “Settings”, and then click “Control Panel”.
- 2 Double-click the “Add/Remove Programs” icon.
- 3 In the “Add/Remove Programs Properties” dialog box, select “Job Spooler” from the list of programs, and then click the [Add/Remove] button.
 - For Windows 2000: Display the “Add/Remove Programs” dialog box from “Control Panel”, select “Job Spooler”, and then click the [Change/Remove] button.
- 4 Follow the instructions that appear on the screen to complete the uninstallation.

For Windows XP/Server 2003:

- 1 Click the [Start] button, and then click “Control Panel”.
- 2 Double-click the “Add or Remove Programs” icon.
- 3 In the “Add or Remove Programs” dialog box, select “Job Spooler” from the list of programs, and then click the [Change/Remove] button.
- 4 Follow the instructions that appear on the screen to complete the uninstallation.

For Solaris/Linux:

- 1 Start up the uninstaller (uninstall.bin) from the console window.
- 2 Press the [Enter] key.



Tip

In order to uninstall the software from a workstation running Solaris or Linux, you must log in with administrator (root) permissions.

The uninstaller (uninstall.bin) is located in the “uninstall” folder within the installed folder.

3 Starting Up/Quitting the Job Spooler Server

3.1 Starting Up the Server

Job Spooler starts up at the same time that the computer starts up. Therefore, the startup operation will normally not be used.

For Windows:

To start up Job Spooler, click the [Start] button, point to “Programs”, point to “Job Spooler” and then click “Job Spooler Start”.

For Solaris/Linux:

Use the following command to start up the js shell in the installed folder.

```
“js start”
```

3.2 Quitting the Server

For Windows:

To quit Job Spooler, click the [Start] button, point to “Programs”, point to “Job Spooler” and then click “Job Spooler Stop”.

For Solaris/Linux:

Use the following command to quit the js shell in the installed folder.

```
“js stop”
```

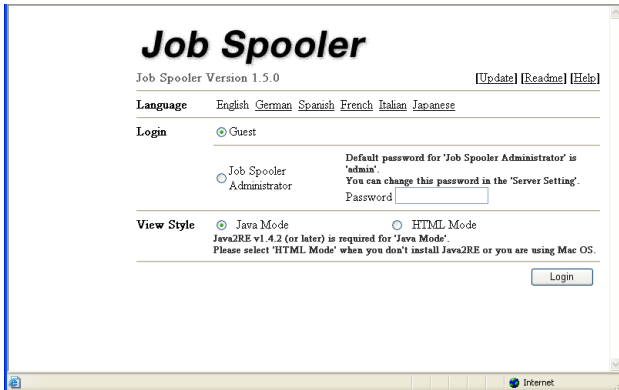

4 Using the Job Spooler Client

4.1 Accessing Job Spooler

- 1 Start up the Web browser.
- 2 In the “Address” bar, type “http://<Job_Spooler_server_IP_address>:<port_number>”.
 - Example: For IP address 192.168.0.10 and port number 10070, type “http://192.168.0.10:10070”.
- 3 Press the Enter key.

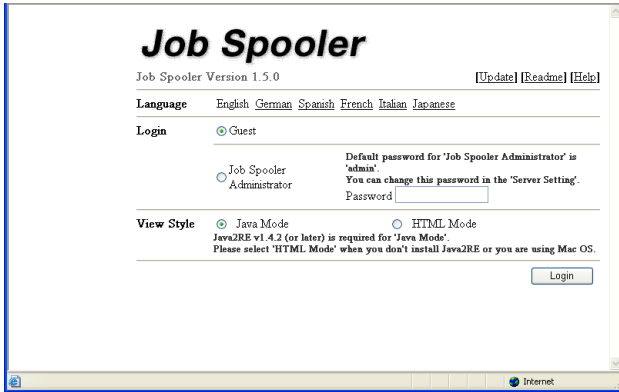
4.2 Logging In

- 1 Job Spooler starts up.
The login page appears.



- 2 Beside “Language”, click “English”.

3 Select the login permissions.



- Guest
Copiers (multi-functional products) can be accessed through the network and jobs can be managed.
- Job Spooler Administrator
In addition to the operations that can be performed when logged in as “Guest”, the settings for the Job Spooler server can be changed. (Refer to “*Server Setting*” on page 4-18.)

4 Select the display format.

- Java Mode
Displays pages constructed with the Java Applet. SUN Java2RE Version 1.4.2 or later must be installed.
- HTML Mode
Displays pages constructed in the HTML format.



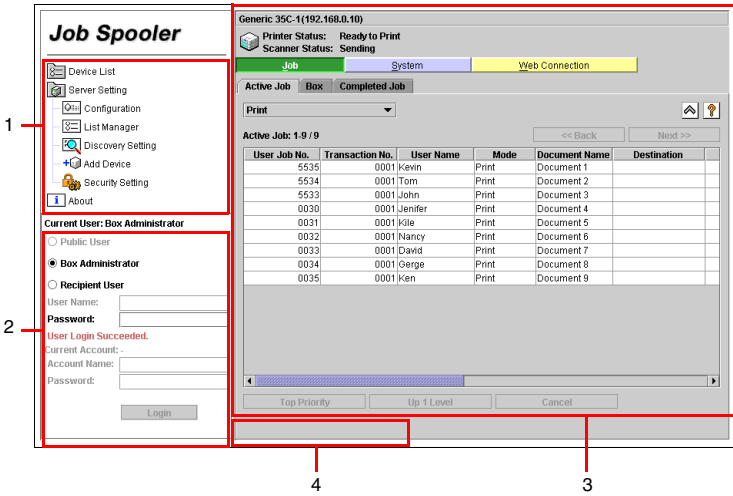
Note

Select “HTML Mode” if Sun Java2RE Version 1.4.2 or later is not installed or if the client computer is running the Macintosh operating system.

5 Click the [Login] button.

4.3 Basic Page Structure and Common Operations

Basic page structure



Number	Element Name
1	Menu area: Main menu of Job Spooler
2	Login area: Used for specifying the conditions for logging into the device
3	Main area: Main pane of Job Spooler
4	Message area: Displays error messages and other messages

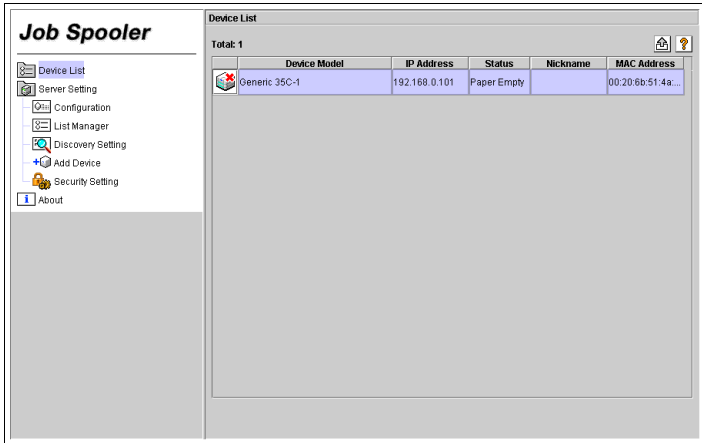
Common buttons

- [⏪] (back button):
Displays the previous page.
The Web browser's [Back] button cannot be used with Job Spooler.
- [🔄] (refresh button):
Updates the list.
- [?] (help button):
Displays help information on a separate page.
- [📄] (export button):
Exports the displayed information into a CSV file.

4.4 Device List

A list of devices detected by Job Spooler can be displayed.

For details on searching for devices, refer to “*Discovery Setting*” on page 4-19.



4.5 Logging In for Device Information

Double-click a device in the “Device List” to display it in the login area.

The login procedure differs depending on the device settings.

If the user authentication function is used

- 1 Select either “Public User” or “Box Administrator”, and then type in the user name.
- 2 Type in the password, and then click the [Login] button.
 - If “Public User” was selected, the password is not necessary.
 - Depending on the device settings, “Public User” or “Box Administrator” cannot be used.

If the Account Track function is used

- 1 Type in the account name.
- 2 Type in the password, and then click the [Login] button.



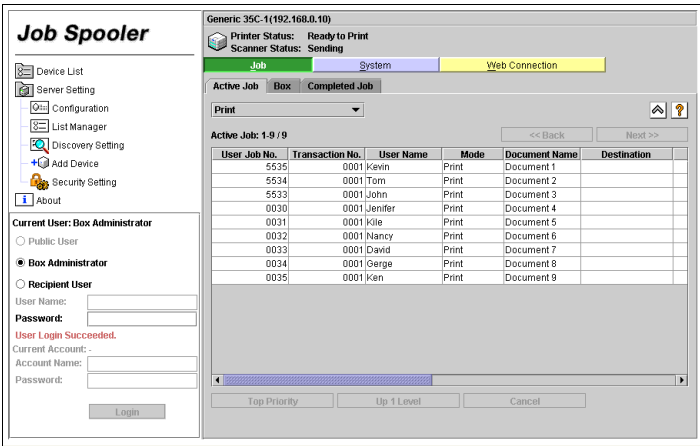
Note

Depending on the device settings, it may not be necessary to type in the account name.

4.6 Managing Active Jobs

Displaying the “Active Job” list

A list of queued jobs can be displayed.



Tip

“Print”, “Send (Scanner)”, “Send (FAX)”, “Receive (FAX)”, and “Save to Memory” can be selected from the drop-down menu.



Note

If the user authentication function is used with the device, the information that is displayed differs depending on the user that has logged in.

- Public User
Only the document names of jobs for the Public user are displayed, and the document names of jobs for other users are not displayed.
- Box Administrator
The document names of all jobs are displayed.
- Specified user name
The document names of jobs for the Public user and the specified user are displayed, and the document names of jobs for other users are not displayed.

Changing the priority of a job

The order that queued jobs are processed can be changed.

Follow the procedure described below to change the processing priority of a job.



Tip

The priority can be changed only for copy and print jobs queued for printing.

- 1 From the “Active Job” list, select the job whose priority you wish to change.
- 2 Click the [Top] or the [Up 1 Level] button.
 - To give the selected job the highest priority, click the [Top] button. To move the selected job one position higher, click the [Up 1 Level] button.

Cancelling a job

A queued job can be cancelled.

Follow the procedure described below to cancel a job.



Tip

Fax jobs cannot be cancelled.

The device may be set so that the active jobs of other users cannot be cancelled.

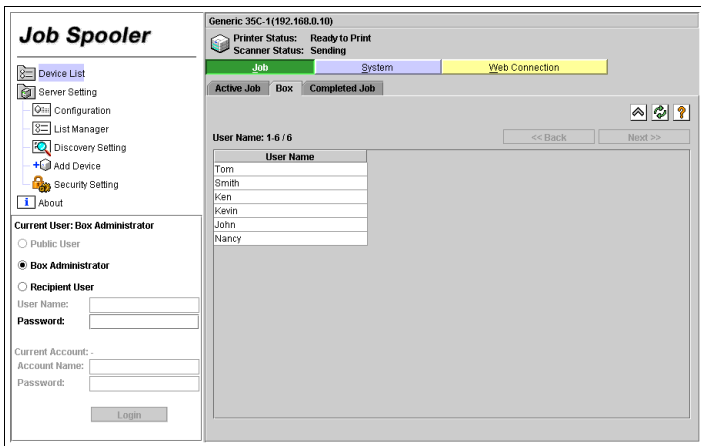
- 1 From the “Active Job” list, select the job that you wish to cancel.
- 2 Click the [Cancel] button.

4.7 Managing Boxes

Displaying information for a box

The Box function of a device can be accessed.

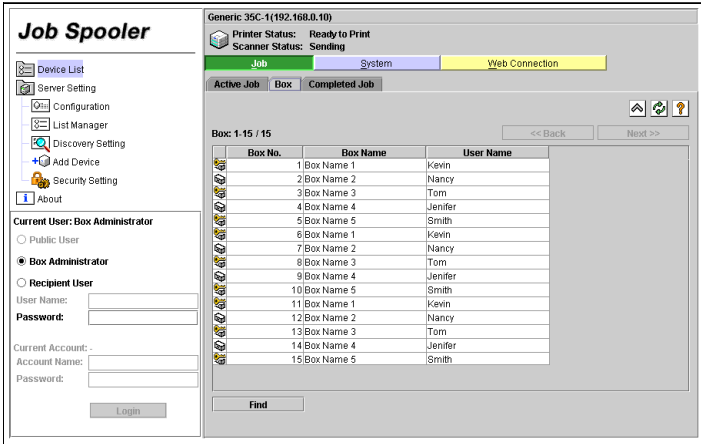
- 1 Click the “Box” tab.
- 2 With some devices, double-click the desired user name.
 - If a dialog box for entering the password appear, type in the password, and then click the [OK] button.
 - With some devices, this step is unnecessary.



3 Double-click the desired box name.

- Box names with a key icon beside them have been set up with a password. In the dialog box for entering the password, type in the password, and then click the [OK] button.

The list of box information appears.



Note

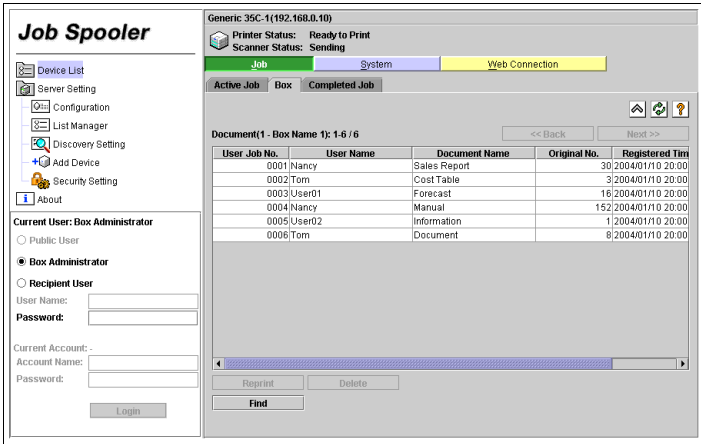
If the user authentication function is used with the device, the information that is displayed differs depending on the user that has logged in.

- Public User
Only boxes that can be accessed by the Public user are displayed.
- Box Administrator
All boxes are displayed.
- Specified user name
Only boxes that can be accessed by the Public user and the specified user are displayed.

Displaying information for a document in a box

- Double-click the desired box name.
Box names with a key icon beside them have been set up with a password. In the dialog box for entering the password, type in the password, and then click the [OK] button.

The list of documents saved in the box appears.

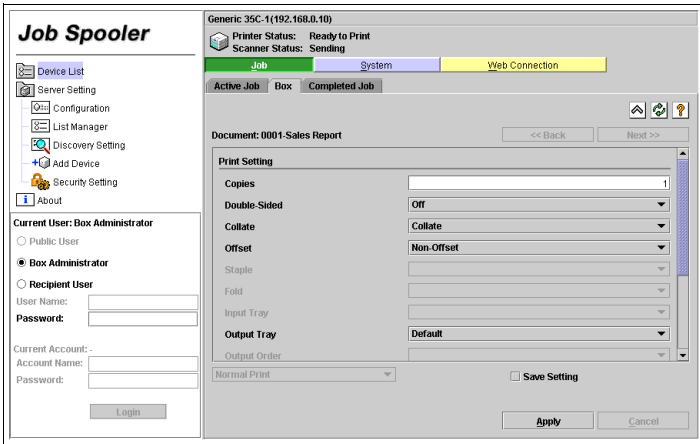


Reprinting a document in a box

A document saved in a box can be printed again. At this time, the print settings (job ticket) can also be edited.

- 1 Select the document that you wish to print again.
- 2 Click the [Reprint] button.
 - The “Print Setting” page can also be displayed by double-clicking the document that you wish to reprint.

The “Print Setting” page appears.



- 3 Specify the necessary print settings.
 - The settings that can be specified differ depending on the functions and options that the device is equipped with.
- 4 To save the new print settings, select the “Save Setting” check box.
- 5 Click the [Apply] button.

Deleting a document in a box

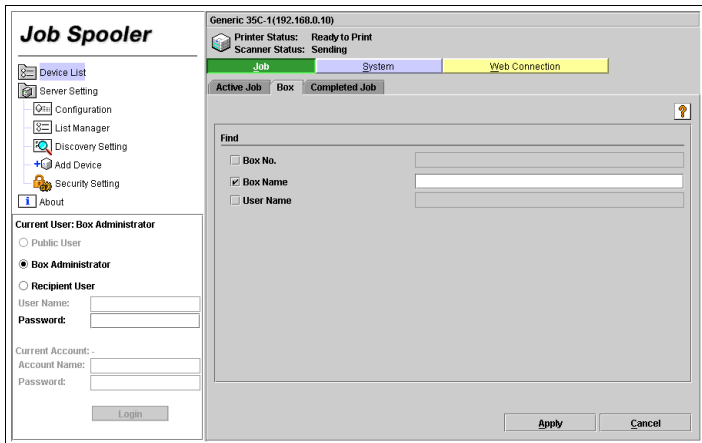
A document saved in a box can be deleted.

- 1 Select the document that you wish to delete.
- 2 Click the [Delete] button.
- 3 In the confirmation message dialog box, click the [OK] button.

Searching for a document in a box

The documents in a box can be searched to display the specified information.

- 1 Click the [Find] button.
- 2 Select the check boxes for the desired options, and then type in the search conditions.



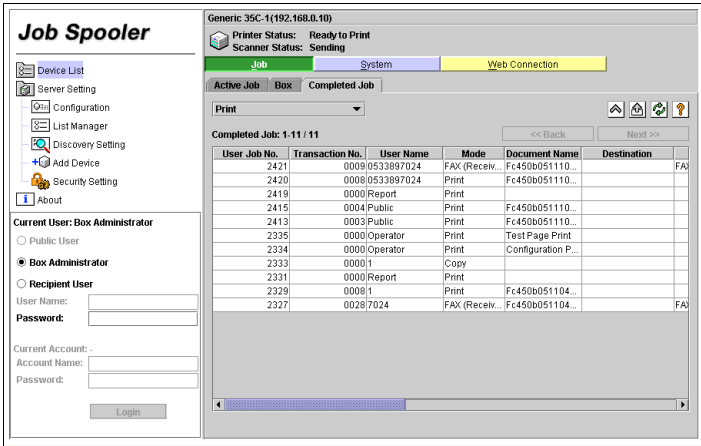
- 3 Click the [Apply] button.

4.8 Managing the Job Log

Displaying the job log

The job log can be displayed.

→ Click the “Completed Job” tab.



Note

If the user authentication function is used with the device, the information that is displayed differs depending on the user that has logged in.

- Public User
Only the document names of jobs for the Public user are displayed, and the document names of jobs for other users are not displayed.
- Box Administrator
The document names of all jobs are displayed.
- Specified user name
The document names of jobs for the Public user and the specified user are displayed, and the document names of jobs for other users are not displayed.

Exporting the job log data

The job log data can be exported into a CSV file.

→ Click [] (export button).

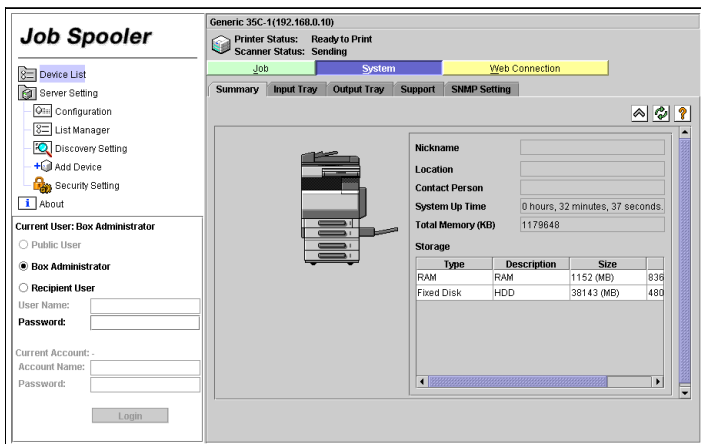
4.9 Device Information

Click the [System] button to check information on the device and the installed options.

Displaying device information

Information on the devices can be displayed.

→ Click the “Summary” tab.



Displaying paper tray information

Information on the paper trays can be displayed.

→ Click the “Input Tray” tab.

The screenshot shows the Job Spooler web interface. The left sidebar contains navigation options: Device List, Server Setting, Configuration, List Manager, Discovery Setting, Add Device, Security Setting, and About. The main content area is titled 'Generic 35C-1(192.168.0.10)' and shows 'Printer Status: Ready to Print' and 'Scanner Status: Sending'. Below this are tabs for Job, System, and Web Connection. The 'Input Tray' tab is selected, displaying a table of paper trays.

Name	Type	Paper Size	Capacity	Status	Media Type
Tray1(MPC)	Multipurpose Tray	260 (LEF)	250	Near Empty	Normal Paper
Tray2	Universal Tray	260 (LEF)	500	Near Empty	Normal Paper
Tray3	Universal Tray	259 (SEF)	500	Ready	Special Paper
Tray4	Universal Tray	260 (SEF)	500	Empty	Normal Paper
MultiBypassTray	Multi Manual Tray	260 (LEF)	150	Empty	Normal Paper

Displaying output tray information

Information on the output trays can be displayed.

→ Click the “Output Tray” tab.

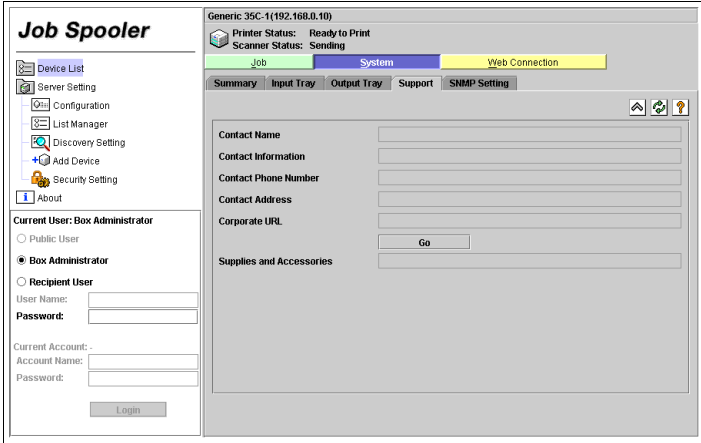
The screenshot shows the Job Spooler web interface with the 'Output Tray' tab selected. The left sidebar and user login section are the same as in the previous screenshot. The main content area shows the 'Output Tray' tab selected, displaying a table with output tray information.

Name	Nickname	Type	Capacity	Status
Standard Outpu...	Standard Outpu...	Standard Tray	250	Unknown

Displaying support information

Support information for the device can be displayed.

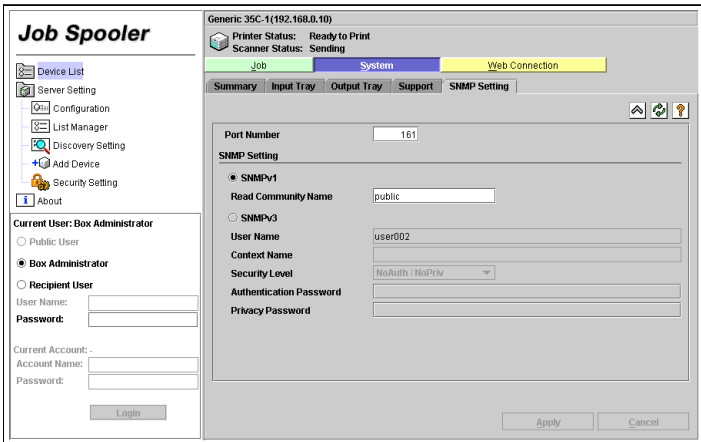
→ Click the “Support” tab.



Specifying SNMP transmission settings

Settings for SNMP transmission between the Job Spooler server and the Job Spooler client can be specified.

1 Click the “SNMP Setting” tab.



2 Specify the necessary settings.

- Port Number
Specify a value between 1 and 65535 for the port number of the device using SNMP transmission.
- Read Community Name
Specify the read community name used for SNMPv1 transmission.
- User Name
Specify the user name used for SNMPv3 transmission.
- Context Name
Specify the context name used for SNMPv3 transmission.
- Security Level
Select “NoAuth/NoPriv”, “Auth/NoPriv” or “Auth/Priv” as the security level for SNMPv3 transmission.
- Authentication Password
Specify the password if “Auth/NoPriv” or “Auth/Priv” was selected as the security level.
- Privacy Password
Specify the password if “Auth/Priv” was selected as the security level.



Note

These parameters do not appear when Job Spooler server is logged in as “Guest”.

4.10 Accessing Web Connection

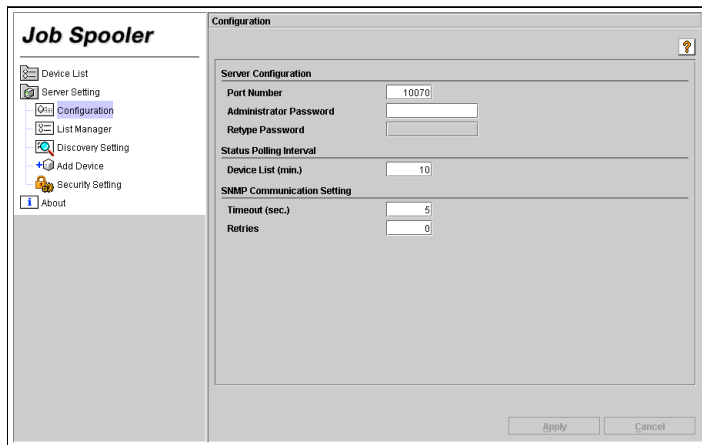
The Web page for the device can be accessed.

- Click the [Web Connection] button.

4.11 Server Setting

Configuration

Basic settings for the Job Spooler server can be specified.

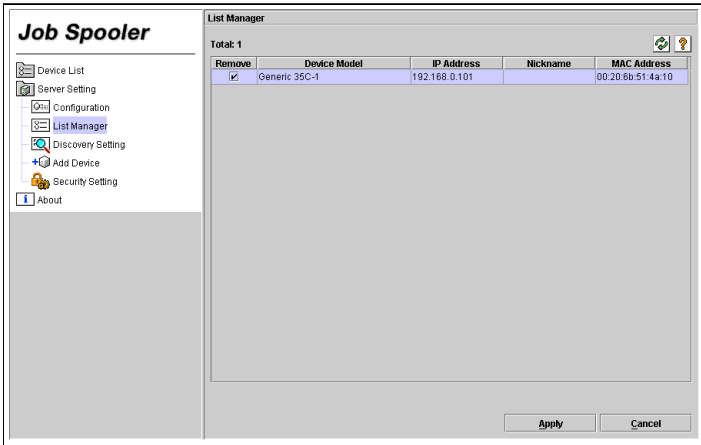


- **Port Number**
Specify a value between 1 and 65535. The default setting is “10070”.
- **Administrator Password**
Specify a maximum of 16 alphanumeric characters. The default setting is “admin”.
- **Device List (min.)**
Specify a time period between 1 and 99 minutes. The default setting is 10 minutes.
- **SNMP Communication Setting**
Timeout (sec.): Specify a time period between 1 and 99 seconds. The default setting is 5 seconds.
Retries: Specify a value between 0 and 9. The default setting is 0 times.

List Manager

Devices that you do not wish to appear in the device list can be deleted.

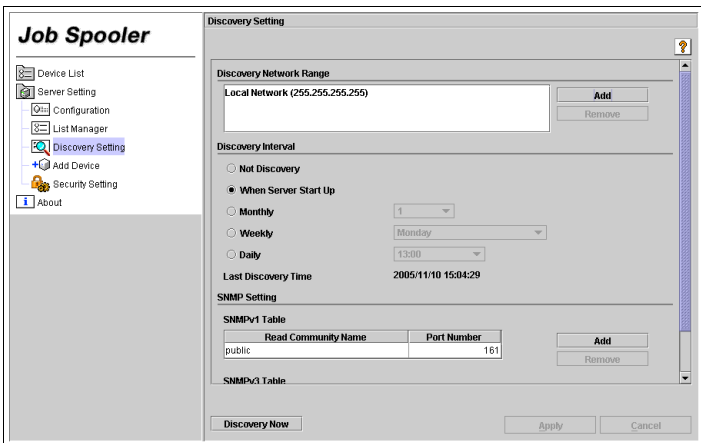
- 1 Double-click “List Manager”.
- 2 Select the check box for each device to be deleted.



- 3 Click the [Apply] button.

Discovery Setting

Settings for searching for devices can be specified.



- **Discovery Network Range**
Specify the range on the network for searching for devices.
- **Discovery Interval**
Specify the interval for searching for devices.
- **Last Discovery Time**
The most recent time when devices were searched for is displayed.
- **SNMP Setting**
Specify the read community name and port number for SNMPv1 and SNMPv3 transmissions.
- **Discovery Now**
Click this button to immediately search for devices.

Adding devices

Devices to be managed can be manually added.

- 1 Double-click “Add Device”.

The screenshot shows the 'Job Spooler' application window with the 'Add Device' dialog box open. The dialog has a sidebar on the left with a tree view containing: Device List, Server Setting, Configuration, List Manager, Discovery Setting, Add Device (highlighted), Security Setting, and About. The main area of the dialog is titled 'Add Device' and contains the following fields:

- IP Address:** A text input field with a dotted pattern.
- Port Number:** A text input field containing the value '161'.
- SNMP Setting:** A section with two radio buttons:
 - SNMPv1**
 - SNMPv3**
- Read Community Name:** A text input field containing 'public'.
- User Name:** A text input field.
- Context Name:** A text input field.
- Security Level:** A dropdown menu showing 'NoAuth / NoPriv'.
- Authentication Password:** A text input field.
- Privacy Password:** A text input field.

At the bottom right of the dialog, there are two buttons: 'Apply' and 'Cancel'.

- 2 Specify the settings for the device to be added.

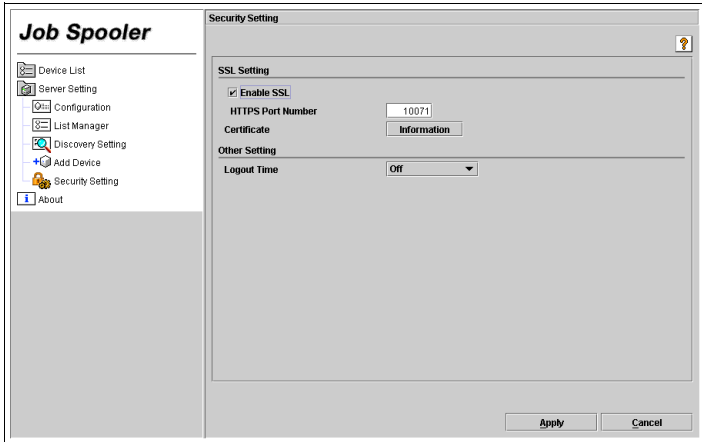
- **IP Address**
Type in the IP address of the device to be added.
- **Port Number**
Specify a value between 1 and 65535 for the port number of the device using SNMP transmission. The default setting is “161”.
- **Read Community Name**
Specify the read community name used for SNMPv1 transmission.
- **User Name**
Specify the user name used for SNMPv3 transmission.

- Context Name
Specify the context name used for SNMPv3 transmission.
- Security Level
Select “NoAuth/NoPriv”, “Auth/NoPriv” or “Auth/Priv” as the security level for SNMPv3 transmission.
- Authentication Password
Specify the password if “Auth/NoPriv” or “Auth/Priv” was selected as the security level.
- Privacy Password
Specify the password if “Auth/Priv” was selected as the security level.

3 Click the [Apply] button.

Security Setting

1 Double-click “Security Setting”.



- SSL Setting
Select whether to enable or disable SSL transmission. Specify a value between 1 and 65535 for the HTTPS port number. The default setting is “10071”.
- Other Setting
Specify the logout time. The default setting is “Off”.



Note

After an SSL setting is specified, restart the Job Spooler server.

Do not set the HTTPS port number to 59070 or the same port number specified with the Job Spooler server.

4.12 About

Double-click "About".

The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.