KIP Print
User Guide
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Introduction

KIP Print software is a stand-alone Windows application used to send documents, or sets of documents, to a KIP printer. KIP Print is a Windows 32/64-bit application that enables users to print across a network. KIP Print has many advanced features and powerful functions for print customization.

KIP Print software allows the user a number of adjustable options like selection of media type, number of copies, KIP Track fields, zoom ratio, pen table adjustments, as well as stamping and fold options.

The KIP Print software package also allows the user to configure the KIP System features, including Scan-To-FTP locations, KIP Track Passwords and Usernames, as well as retrieve scanned images from KIP Mailboxes. KIP Print is also used to configure KIP PrintNET, KIP’s browser-based submission utility.

KIP Print software is a comprehensive tool which allows access to the advanced functions and features of the KIP.
KIP Print Installation

System Requirements

Supported Operating Systems:

- Windows XP – 32/64 bit
- Windows 7 – 32/64 bit

500MB Free Disk Space

2 GB RAM

Intel Dual Core CPU or equivalent

Administrator rights required to install software

3.5 .NET Framework

Installation

Three methods are available to install KIP Print on a Microsoft Windows workstation.

1. Use the KIP Installation CD provided with the KIP. (Installation software should also be located on your local KIP provider’s web site if this CD is not available. Please ensure that the Installer Version is correct for your KIP system!)

2. The KIP Windows Driver, when correctly installed and connected to a KIP printer, allows the user to install KIP Print.

3. KIP PrintNET allows the user to download and install KIP Print as you would from a web site.
**CD Installation**

1. Locate the KIP Software CD and place in CD drive.
2. Browse CD for INSTALLATION and KIP Print.
3. Follow the prompts and select all default settings for easy configuration.

**Installing from KIP Windows Printer Driver**

1. Click on “Start”, then “Devices and Printers”, and locate the KIP Windows Printer Driver in the list of installed printers. (If you do not see a KIP printer, please use the Installation CD.)
2. Right click on the driver and select “Printer Properties”.
3. On the “Printer Status” tab will be an “Install KIP Print” button.
4. Follow installation prompts. Please accept the default settings for easy configuration.

**Installing from KIP PrintNET**

1. Launch KIP PrintNet
2. Click the question mark (?)
3. Click “Print”. The user will be prompted to save an installation file.
4. Launch the installation file and follow the installation prompts.
First Launch

KIP Print automatically searches for installed KIP devices. Therefore, it may take several minutes for the program to open the first time, while it attempts to find configured KIP devices. (see Connection to KIP Printers)

Windows 7 Note: In order for the KIP Print to work properly on Windows 7 please install the software using Administrative rights. The Compatibility Mode must be set to “Run this program as an Administrator.” If there are still issues running KIP software, User Account Control (UAC) may have to be adjusted.

Windows Vista Note: In order for the KIP Print to work properly on Windows Vista, please install the software using Administrative rights. To do so, right click on the installation package and select “Run as Administrator”. After it installs you must run the program once as Administrator. (Right-click on the Shortcut created at the desktop and select “Run as Administrator”) This allows the program to correctly establish the proper folder structure.
Connection to KIP Printers

Once the KIP Print application is installed and run for the first time, it is necessary to connect to a KIP device. Please ensure that the KIP printer is properly installed and configured with a valid IP address. KIP Print will automatically attempt to detect installed KIP printers via a UDP broadcast. If you have a client firewall, it will be necessary to manually input the IP address for your printer.

Find KIP Printers

On the toolbar menu, select “Printers” then “Find Printers”. The program will poll the network for available KIP printers, and provide a list to select from.

1. From the Select KIP Printers window, check the KIP Printer(s) that will be used.
2. Click OK to return to the KIP Print menu.
3. If the KIP Printer is not in the list from the FIND KIP PRINTERS window, click ADD A PRINTER TO THIS LIST.

4. Select SET IP ADDRESS and enter the IP Address of the KIP (recommended setup).

5. In the “Description” field, key in a friendly Printer Name that the User can recognize (model number such as “C7800”).

6. TEST the connection.

7. Click OK to return to the SELECT PRINTERS screen and ensure that the printer is selected with a check mark.

8. Click OK again to return to KIP Print window.

9. If a successful connection has been established, printer status information will be displayed in the lower main window.
Benefits of a Master Password

If a Master Password has been established, several software features will be locked unless the password is known.

These include:

- **User Account control.** The administrator has the ability to add user data, user passwords, and other KIP Track data.
- **Uploading Force size schemes, pen tables, and other settings to the printer.**

From the OPTIONS menu, select CREATE PASSWORD to establish the Master Password.

If a password has already been established, CHANGE PASSWORD allows administrators to reset the “Master Password”.

If KIP Track is not going to be used, setting a Master Password is not normally necessary.
Features

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**Graphic Toolbar - New Job**

NEW JOB allows user to remove any files from their Job Build Grid and begin with a fresh workspace. If files are in the Job Build Grid, users will be prompted to save their workspace, and may recall this workspace at a later date.

**Graphic Toolbar - Add Files**

ADD FILES allows a user to browse their local PC or network resource for available print image data.

After selecting a folder, printable files within the folder will be displayed in this area. The details of the file are also noted, such as size, type, and date modified.

Click on column headers to sort images by FILE NAME, IMAGE SIZE, MODIFIED DATE, and FILE TYPE.

Click to select all files within a given folder.

Click to de-select all previously selected files.
Graphic Toolbar - Recall Job

RECALL JOB quickly recalls the last print job submitted to the printer. All previous settings will be restored. The job may be edited again prior to submittal.

Graphic Toolbar - Enlarge/Reduce

Selecting the ENLARGE REDUCE button will open the Force Size Window, allowing the user to create a Force Size Scheme. This scheme can be applied to one or more files within the job.

To create a temporary setting, select the desired parameters (ex. Bellow) and select the “OK” button. This will create a Force Size Temp file (ex. FS-Temp-1) that can be applied to files. Once KIP Print is closed, these temporary schemes will be removed.
**Image Information**

The current selected file size and any scale applied to it will be displayed here. To note any other selected (tagged) files, use the drop down to select the required file.

**Scheme**

A list of pre-configured schemes that can be applied or modified.

**Enlarge / Reduce**

Select from a drop down menu of common zoom ratios, or enter a custom value in this field.

**Roll Size**

Select the roll width to be printed on.

**Length**

Enter a value to force length, or enter zero (0) to automatically cut the media to the length of the image.

**Rotation**

All prints are automatically rotated to best fit the installed media. The User may also force rotations 0, 90, 180, or 270.

**Ignore If Smaller**

When selected, images will only scaled down. Images smaller than the paper size will not be scaled.

**Nest Images**

To increase print production, two repeating images can be set side by side on a single page, and cut after printing.
Margins

The image can be positioned anywhere on the page using these fields. If Automatic Placement is unchecked, the user may drag the image on the view window.

Refresh Image

After any settings are applied, press this button to refresh the view window.

Show/Hide Schemes

The Show/Hide Schemes button allows the user to determine what schemes are displayed when the Drop down arrow is selected under the Enlarge/Reduce column. When this button is selected a window will open allowing the user to Select/Unselect the schemes they prefer to have available.
Graphic Toolbar - Stamp

Stamps (or watermarks) can be applied to any printed document.

Stamp Creation

To apply a stamp setting to all selected files choose the stamp setting prior to selecting the files.

Stamp Schemes

Custom stamp settings are saved as schemes which can be applied to one or more images.

Use Text

Allows the user to place text in their stamp.
**Use Image**
Allowsthe user to place an image in their stamp.

**Current Font / Set Font**
Displays the currently selected font. Click SET FONT to change the stamp font.

**Stamp Placement and Margin Area**
This area allows placement of the stamp in 9 preset locations. Margins may be applied to move the image up to 5” from the selected border.

**Text Rotation - Pull down**
Allows the user to rotate (counter clockwise) the text portion of their stamp in 45° increments. User may also click on the “KIP” in the Stamp Placement area to cycle through the Text Rotation options.

**Text / Graphic Gap - Text Field**
Applies a separation of up to 5” between the Text and Graphic stamps.

**Graphic Rotation - Pull down**
Allows the user to rotate (counter clockwise) the graphic portion of their stamp in 45° increments. User may also click on the “Logo” in the Stamp Placement area to cycle through the Graphic Rotation options.

**Graphic Placement - Pull down**
Determines the placement of the graphic in relation to the applied text. This is ignored if text is not applied.
**Merge Type - Pull down**

OPAQUE displays the stamp on top of the image. The background of the stamp is white and will obscure some image.

TRANSPARENT overlays the stamp on top of the image. The background of the stamp is transparent.

INVERT displays the stamp on top of the image. Colors are inverted where the data intersects.

**Screening - Pull down**

Allows the user to define the screen level (shading) of the stamp using pre-set screening percentages.

**Text Settings Area**

Enter the text of the stamp. Add a Macro within the text if desired.

**Macro - Pull down Menu**

Choose a macro from the list to apply information at print time, such as User name, time of day, etc.

**Graphic Image Settings Area**

This displays the path to your selected graphic image. The path is relative to the user’s workstation.

The image file must also reside on the KIP. It may be pushed to the from the workstation. Alternately, the user may apply the stamp to document with a file label called “Savestamp.tif”. It will then automatically be copied from the workstation to the KIP.

**Preview Stamp**

Click to see the configured Stamp settings in the viewer. Use CTRL+TAB to cycle through multiple images.
KIP Print offers the simplest method to print files using COLOR OPTIONS Presets. These Presets are defined and modified using KIP PrintNet on the C7800 and are of the most common image types. Please see the KIP PrintNet User Guide for more information on modifying these parameters.

- Print Image Monochrome
- CAD - Line
- CAD - GIS
- Graphics - Line
- Graphics - Photo
- Custom
- Brightness
- Color Adjustment
2-UP PRINTING activates the automatic 2-UP printing feature. This will allow the user to very quickly print files 2-UP for production printing of half size. 2-UP sizes are determined by a pre-configured data file that will automatically set the 2-UP size depending on the actual size of the original file noted in the Enlarge/Reduce column.

As an example, the “2-Up” button was selected, then files of various sizes loaded:

Notice that different original image size files but only some files have “2up” schemes and some have different type of schemes. The variables of the “2up” schemes are governed by the “2upprinting.dat” file located in the folder of \Documents and Settings\All Users\Application Data\IPS\IPSPRINT on the workstation. The various settings within this configuration file govern what would occur for the 2up printing when a certain file size is selected.

As a default A, B, A4 & A3 sizes are noted scaled for 2Up. Other standard image sizes (C, D, E, A2, A1, & A0) have default 2up parameters that permit scaling and image placement.

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KIP Print has simplified the method in which FOLD parameters are defined within a print set. Within KIP Print, it is only necessary to select the fold packet style or leave the settings configured for Controller to allow the printer software determine the best fold packet for the desired original.

1. Within KIP Print, begin by selecting the files to be printed by browsing on the network or local PC and clicking on the file; a red checkmark will signify that the image has been selected.

2. Once all images have been selected, they will appear in the selected files area at the bottom of the KIP Print screen.

   - If you wish to select the same fold pattern (packet) for all images in a desired print set, simply select the first file in the list and the desired fold Packet. Next position the cursor in the bottom right corner of the fold box until it goes from an arrow cursor to a + cursor. Left click and hold while dragging the box down. This will change all selected files at one time.
3. Select the fold icon to browse for the list of available fold packet types.

The packet list is generated by the KIP software at the printer and is configured through KIP PrintNet. Eject and KIPFold 500 - Fan Fold is static and cannot be modified. Selecting Eject is the same as setting the fold parameters to None.

Use folder settings already configured on printer is an automatic setting and will choose fold packet type(s) based on settings that are configured on the KIP. This is considered an “automatic” setting and will require the least amount of user intervention when folding.

4. The selected files area will update with any fold parameters that have been selected.

Note: It is possible to utilize different fold packets for different originals.

Select each file that is to have a different fold by selecting the first file in the list and the desired fold Packet. Next position the cursor in the bottom right corner of the fold box until it goes from an arrow cursor to a + cursor. Left click and hold while dragging the box down. This will change all selected files at one time. Also files can be changed one at a time by selecting the desired folder packet from the drop down list.

1. Click on the FOLD button icon to choose the desired fold packet from the list

2. The change in fold type will be reflected in the Selected Files area.
**Graphic Toolbar - Pen Table**

PEN TABLES are additional instruction sets for HPGL/2 or HP-RTL files, and are only applied to these file types. These tables include data for pen widths, raster density, dither patterns, junctions, etc.

**Use Colors**
This applies a file’s native pen width information, and half toning information. Unless you are making changes to a customer’s file, USE COLORS is the setting most often used. When USE COLORS is applied, the Pen Table is shaded.

**Force Pens**
KIP Print allows you to edit pen widths and screening by pen number (with a range of Pen 0 to Pen 255.) This forces the settings in the KIP Pen Table to override the pen information originally embedded in the file. Most users will only need to Force Pens if the customer needs to make changes to an existing file.
Resolution

Allows the selection the dots-per-inch, or resolution, for their documents to be converted.

Border

This allows a border to be used in the file. A maximum border of five inches can be applied to each edge.

Calcomp setup

Only applied when submitting a Calcomp language file, this section contains additional parameter for Calcomp files.

Load / Save

Saves changes in a custom Pen Table or load a table to see or make changes. Save the table once the changes have been made. The current Pen Table name is displayed at the top of the Pen Table Setup Menu.

Line Width Compensation

Allows addition and subtraction of pixels from the overall width of all vector lines. Users have the choice of selecting negative values (to compensate for thick lines) to positive values (to compensate for thin lines).

Choosing -1.0 will remove 1 pixel from vector data lines.

Choosing 3.0 will add 3 pixels to vector data lines.

Choosing 0.0 makes no changes to the lines.

Vector Line Dither Pattern

Users have 2 choices of vector line dither patterns. This will alter the appearance of vector grayscale in different ways. Fine is the default setting. There is no ‘correct’ pattern to choose. Users can choose the setting they prefer.
Clip to Image Size
Crops the file data to the start of image data. Apply when the file designer has saved the entire drawing area as part of the file. If an error “File Too Large To Print,” occurs, clipping to Image Size is often the solution.

Use Round End Capping
Forces end capping on lines in vector files to round ends.

Turn Merge On
This enables the user to merge lines of different shades. When not applied, the layers within the plot file determine how lines merge on each other.

Raster Photo Mode
When a raster image has been embedded within a plot file, Raster Photo Mode should be used. Raster Photo Mode can be applied to all drawings, whether they contain raster images or not.

Raster Density Level
This slide bar will modify the density level of the embedded raster image. The scale range is from 0-100. The higher the number on the scale, the darker the image will be. A density level can also be keyed into the text field.

Photo Dither Pattern (Raster)
Users have 3 choices of raster dither output patterns. There is no ‘correct’ setting. Set according to user preference.

Pen Tables
1. Pen widths and page sizing are usually included as a part of modern HPGL/2 plot files. If using legacy HPGL image data, please ensure that a pen table is created for the installation requirements.

2. Raster and Hybrid files are quite common. Please see the “Advanced” button under “Pen Table” for any customization required. The final result on the print may be your best guide when establishing desired settings.
**Graphic Toolbar - Mirror**

This function will MIRROR the image in a left-right position.

Original | Mirror
---|---
![Original Image] | ![Mirrored Image]

**Graphic Toolbar - Invert**

INVERT creates a negative image. Colors are inverted.

Original | Inverted
---|---
![Original Image] | ![Inverted Image]


Graphic Toolbar - View Image

To view a specific file, first select the file from the list of selected files. Click on VIEW IMAGE to open a viewer with the selected files displayed.

Graphic Toolbar - Freeze Panes

This feature allows the freezing of specific panes in the Job build grid area.

There are three settings that can be applied:

1. Freeze Panes - Top row and left column
2. Freeze Panes - Top Row only
3. Freeze Panes - Left column only
Graphics Toolbar - Sync

With the Sync button it is easy to make a change or multiple changes to one of the files in the job ticket being created and then sync those changes with the other files or only selected files. Simply make the necessary changes to the file and then select the number next to that file (in this example the first files is selected) the number will turn Green. Hold Shift to then select a block of files or Crtl to select individual files.

Select the Sync button and the following window will open. Select the desired columns to sync and click the OK button. The selected files and settings will be changed.

Graphic Toolbar - Header Label

A HEADER can be placed on the top or bottom of each print. A header can be used for document identification. Information from the KIP Track settings (User Name and Job Number) is included as well as the file name, date and time of printing.

Example of a header:

Selecting the PRINT QUEUE button will launch the default browser, and open KIP PrintNet. PrintNet will display the Print Queue and the jobs currently in the queue.
Job Building Grid

The print job build grid is a table view of image data to be printed and their current output settings. For best results, select one file. Apply grid changes. Subsequently tagged files will have the changes automatically applied.

Job Build Grid Configuration

Add / Remove Job List Columns
Adding or removing job list columns that do not apply to the print production environment is possible by going to “Option” on the top menu and selecting Modify Columns. Uncheck items that are no longer needed.

Reorganizing Job List Columns
Job list columns may be re-organized based on the needs of the print production environment. Users may ‘drag and drop’ column headers to a new position by left-clicking on a column header and moving it to a new location. Releasing the left mouse button will drop the header into the desired position.

Job List Column Width
The job list column width is adjustable by moving the column divider to the right of the column. For instance, if a user wishes to enlarge the ‘Page Number’ column, they would left-click (select) the vertical divider between ‘Page Number’ and ‘Color Option’ and move the mouse cursor to the left or right depending on the width of the column desired. This width will be remembered the next time KIP Print is opened.
Job Build Grid Header Descriptions

Selected Files
Name and location of the selected file to be printed. Data within the cell is justified to the right to ensure the file name is always visible.

Page Number
Page number of the file. If a multipage file is selected, the page count of the file will be shown. It is possible to remove pages that are not to be printed or change the print order. Individual settings may be applied to each page of a multi-page file. Individual files are grouped by alternating colors. For instance 3 single page files will alternate their row colors while 3 multipage files will be grouped together and the group of sheets will alternate colors.

Color Option
Select color output options when printing to a KIP Color printer. Color options are determined by the Simple Print Modes configured within KIP PrintNET.

- Monochrome – print image using black (K) toner only
- CAD-Line – Settings best suited for CAD (line) only print images
- CAD-GIS – Settings best suited for CAD images that may have graphics or other GIS type images embedded
- Graphics-Line – Settings best suited for printing presentation or sign graphics; very little gradations or photographic image data present in the image data
- Graphics-Photo – Settings best suited for printing photographic images or images with heavy use of gradations
- Scan-to-File – Settings best suited for printing images that are captured using KIP scanners
- Custom – Select from ‘Custom’ settings configured by your administrator
Enlarge / Reduce

Select output size based on predetermined percentages, standard page size or forced output to a specific roll size width and length.

- Percentage – Scales image data to specific percentage (100%, 25%, 150%, etc.)
- Standard Page Size – Scales image data to specific calculated percentage based on an output page size. For instance, A size original may be scaled to E size without knowing the specific percentage of scaling.
- Force Roll Width and Length – Using the Enlarge / Reduce function screen, select the output roll width and cut length. Select from scale to file or percent enlargement / reduction.

Using KIP Print it is possible to scale images to a paper size that is not locked to a particular roll size.

For instance, if you have an architectural “D-Size” original that is 36 inches wide and 24 inches long and wanted to scale this to an engineering “A-Size” that is 12 inches wide and 9 inches long, you simply have to select the image and then choose A Size from the Enlarge/Reduce column in the selected files area.

Rotation

Control the output orientation of the printed sheet using “rotation”.

Select from the following settings:
- Automatic – Printer determines best output orientation based on roll size and image size
- 0 – do not rotate image on the sheet
- 90 – rotate one turn clockwise
- 180 – rotate two turns clockwise
- 270 – rotate three turns clockwise

Note: If the rotation is set improperly, the image may be printed incorrectly on the output sheet.
PDF Dither Mode

Output of monochrome, PDF image data can be altered based on the original image type.
Select from the following settings:

- Standard - use default dither pattern that is shipped with the KIP Printer
- Printer - use PDF dither patterns that have been configured within KIP PrintNET
- Line - dither pattern that is designed for image data consisting of lines
- Mix (Line) - dither pattern that is designed for image data consisting of grayscale / photos / lines with an emphasis on lines
- Mix (Photo) - dither pattern that is designed for image data consisting of grayscale / photos / lines with an emphasis on grayscale / photos
- Tempered -
- Stochastic -
- Double-Dot - dither pattern that is designed for weak image entities such as lines
- All Black - removes all dither patterns and converts all “color” to black

Note: Settings are only applicable on KIP monochrome systems.

PDF Min Feature Size

Controls the size of printed entities or features. All aspects of small features will be adjusted with this setting. Settings range from “off” to 3 with 3 enlarging all small entities.

PDF Transparency

Transparency in PDF files refers to objects on a page, such as images or text, which are transparent or ‘show through’. Transparency is typically used for shadow effects, to lighten (parts of) images so that the text on top remains readable, to make objects fade into another object or to create a tint of a certain color. Settings enable this or disable this function.

Note: Transparencies can cause significant print performance issues.
**DWF Pen Color**
Set all pens within a DWF file to print as black.

**Color Brightness**
Adjust brightness of the printed output on color printers.

**Blue to Yellow**
Adjust color tone from blue to yellow.

**Green to Red**
Adjust color tone Green to Red.

**Alignment**
Sets the alignment of the image on the page.

**Original Image Size**
Notes the page size in the file.

**Output Image Size**
Notes the anticipated print size.

**Remove White Borders**
Allows for the ability to crop image data to image bounds.

Remove white Borders - Off

Remove white Borders - On
CGM (OPTION)

CGM is an option that can be purchased (contact your KIP Sales Representative) and then added to the KIP IPS to allow for the printing of CGM files. Once a license is obtained and added to the KIP IPS (see CGM Manual for instructions) The CGM columns can be turned on in the KIP PRINT software by going to Options and then Modify Columns. Check the boxes next to “CGM Width” and “CGM Length” and select OK.

The Following columns will appear and allow for the printing of CGM files. The Selection of Auto is default for both columns however specific sizes may also be set through the dropdown arrows. Please note the CGM format is not viewable in the KIP Print viewer but will still print when sent to the KIP Printer.

Notes:

- KIP software (on the KIP Printer) must be version 7.4.593 or higher.
- KIP Print must be version 7.4.436 or higher.
- The CGM license is based off of the MAC and the IP address of the PC. These values will be necessary, to obtain the CGM license. To retrieve this please do the following on the KIP Controller:
  1. Close the User Interface on the KIP
  2. go to CMD prompt and type in “ipconfig/all”
  3. the “physical address” for the active LAN card is the MAC address and the IPS address will also be noted
Job Grid – Right Click Menu

File Print Order

File print order, and removal can be performed in the JOB list area. After files have been selected “right click” in the Job List area.

A menu will appear.

To perform some of the functions in the menu, a file(s) will need to be selected,

- **Cut Selected Files**
  This is a tool to remove the selected files.

- **Paste Files**
  This function is used to ‘Add’ new files between files in the selected files area.

- **Move File Up One**
  Select a file to move up one in the selected files area.

- **Move File Down One**
  Select a file to move down one in the selected files area.

- **Move File to Top**
  Select a file to move up to the top in the selected files area.

- **Move File to Bottom**
  Select a file to move down to the bottom in the selected files area.
g. **Reverse File Order**  
This tool reverses the entire job list in the selected files area.

h. **Remove File from List**  
This tool is used to ‘Delete’ files from the selected files area.

---

**Sort**

Sorting of the selected files can be performed in the JOB Grid. After files have been selected “right click” on the Job Grid area. A menu will appear with the following options:

- Sort Ascending
- Sort Descending

Select the column to be sorted and “right click”, choose Ascending or Descending.

**Before:**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Image Size</th>
<th>Original Size</th>
<th>Output Size</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>34.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Ascending</td>
<td></td>
</tr>
</tbody>
</table>

**After:**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Image Size</th>
<th>Original Size</th>
<th>Output Size</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
<tr>
<td>C:\Images\Layout.pdf</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>36.47 x 22.05</td>
<td>Sort Descending</td>
</tr>
</tbody>
</table>

*Note the arrow in the right hand corner of the column indicating ascending or descending.*
Sync

Sync allows the operator to apply settings of one file to any/all of the other files. Syncing the columns can be performed in the JOB Grid. After files have been selected make changes to one of the selected files such as an Enlarge\Reduce setting.

In order to use the sync function a setting in one of the selected files needs to be changed for example, changing the Enlarge\Reduce size to a specific size such as 36x24 Fit.

1. Left click on the Number of the file in the left column (shown below); this will turn the number green.

2a. Select the file or files that will be changed by either holding the “Ctrl” button on the keyboard and picking specific files.

2b. Or selecting a file and then holding the “Shift” button and then picking another file. This will highlight all files in between the two selected files.
3. “right click” on the top column in the Job Grid area. A menu will appear with the following options:

a. Sync This Column – This will sync all selected files with the settings in this column.

b. Sync All Columns – This will sync all selected files with the same data in all columns.

c. Sync Selected Columns – This will allow the selection of what columns to sync. A menu will appear allowing the selecting or unselecting of specific columns.

<table>
<thead>
<tr>
<th>Selected Files</th>
<th>Page Number</th>
<th>Original Image Size</th>
<th>Output Image Size</th>
<th>a</th>
<th>Enlarge / Reduce: PDF Transparency</th>
</tr>
</thead>
<tbody>
<tr>
<td>C:images/Inch - Copy.pdf</td>
<td>1</td>
<td>8.62&quot; x 10.24&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/New York City.pdf</td>
<td>1</td>
<td>10.34&quot; x 8.00&quot;</td>
<td>10.24&quot; x 8.62&quot;</td>
<td>100.0%</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/1032.pdf</td>
<td>1</td>
<td>33.00&quot; x 21.00&quot;</td>
<td>33.00&quot; x 21.00&quot;</td>
<td>100.0%</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/DC-2-1 FL.jpg</td>
<td>1</td>
<td>34.01&quot; x 22.01&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/DC-2-2 FL.jpg</td>
<td>1</td>
<td>34.01&quot; x 22.01&quot;</td>
<td>24.00&quot; x 22.01&quot;</td>
<td>100.0%</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/IT - Layout1.pdf</td>
<td>1</td>
<td>36.01&quot; x 22.01&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/IT - Layout1.jpg</td>
<td>1</td>
<td>36.01&quot; x 22.01&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/012.pdf</td>
<td>1</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
<tr>
<td>C:images/012.jpg</td>
<td>1</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>36.00&quot; x 24.00&quot;</td>
<td>Arch D - 36x24 - Fit</td>
<td>Printer</td>
</tr>
</tbody>
</table>

**Note:** There is also a Button located on the main Ribbon bar for Sync Selected Columns and functions in the same manner as above.

**Features – File Viewer**

Rotation gives the user the ability to quickly view a selection of files and then rotate the desired files to match the rest of the set.

Right Click on the desired image to rotate it clockwise.

Before Right Click: Normal

After Right Click: Rotated 90 degrees
Features - Key Job Settings

User Name
This field can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs. This information will also be printed in the KIP Header if applied. The label of the field, “User Name” can be customized (i.e. “Operator” or “User”) by using the KIP KIP Track Mod tool.

Job Number
This field can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs. This information will also be printed in the KIP Header if applied. The label of the field, “Job Number” can also be customized (i.e. “Department Number” or “Job Name”) by using the KIP KIP Track Mod tool.

Description
This field can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs. The label of the field, “Description” can also be customized (i.e. “Sales” or “New Construction”) by using the KIP KIP Track Mod tool.
**Requested Time/Date**

Users can select a job be printed at a certain time for scheduling of printing. This feature needs to be turned on in the KIP Print.ini file. Set the entry IgnonreTime= to False, this will tell the software not to ignore the time associated with the job ticket and schedule the job to print at the specified time.

**Media Type**

This field allows the selection of the type of media the job is to be printed on. Types include bond, vellum, and film (Mylar). Applying the “On Hold” media type will place the job in the queue but will not print until a valid media type is applied by the queue Manager.

**# of Copies**

This field chooses the total number copies from 1 to 999.

**Collate**

This field allows collated or un-collated prints.

- 111, 222, 333... or 123, 123, 123...

**Cut Sheet**

When activated in the IPSPrint.ini file this feature allows the user to print directly to the cut sheet bypass. Only one sheet at a time may be printed and a force size setting MUST be selected in order to print.
Text Toolbar

Text Toolbar - File

Submit Job
This feature submits the current job to the printer. Pressing the SUBMIT JOB button has the same result.

Exit
This feature exits KIP Print.

Text Toolbar - View

Refresh
This feature updates the directory and file information in the main screen.

Quick-view Highlighted Image
This feature opens a fast, 1-bit view of the selected image.

View Highlighted Image
This feature opens B&W images in a viewer with more advanced features, including a renaming feature.

View All Image
This feature opens B&W images in a viewer with more advanced features, including a renaming feature.

Convert Tagged To
This feature allows the user to select files from various file locations and then select the Convert Tagged To option and convert their existing format to another format. Available formats:

Note: Multipage files will be converted into single page files of the chosen format.

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**Text Toolbar - Sort**

See “Features – Job Build Grid – Right Click Menu”

**Text Toolbar - Option**

**Save Current Job**
This feature allows the user to save the job file list and the applied settings. File paths are stored, but files are not stored or copied.

**Recall Saved Job**
This feature allows the user to recall a Saved Job

**Recall Recent Job**
This feature allows the user to recall up to the last 15 jobs that have been submitted.

**Recall History Jobs**
If Job History has been enabled at the KIP, this feature allows the user to restore a previously-printed job. The job can be changed and resubmitted again.

**Create a Compressed Job**
This feature saves all the job files and settings into a single, zipped job. Typically, this is used to easily move a job to another KIP Print installation.

**Load a Compressed Job**
This feature loads and restores a previously Compressed Job.

**Modify Pens**
Please see “Features – Graphic Toolbar – Pen Table”
Create Password
Please see “Installation – Benefits of a Master Password”

Prompt Setup
When a field is required, the user must enter data before the job will be submitted. Otherwise, they will be prompted.

When pull-down prompts are checked, the user must choose from an established list of field entries. Normally, users cannot add a pull down entry without knowing the KIPPrint Master Password. Each pull down entry can also be password protected, so only the specific users can select specific entries.

There are additional prompts to default Folding and Stamping features when the program opens.

Allow Copies per File
This feature allows the user to select more than one instance of a single file during the ADD FILES procedure.

Sort Added Files Numerically
This feature sorts files numerically, versus alpha-numeric.

Display Preview Window
This feature toggles the graphic preview window.
Text Toolbar - Manage

**View the Print Queue**
This feature allows the user to view the selected printer's print queue.

**Manage the Print Queue (Password Required)**
This feature allows the user to view and manipulate the selected printer's print queue, if the password has been satisfied.

**Push File to KIP (Password Required)**
This feature allows an administrator to transfer any file to the KIP, if the password has been satisfied. It is most likely used to update programs on the KIP.

**Print Reports**
This feature allows the user to print reports generated from information from the KIP.
Text Toolbar - Transfer

Transfer Mailbox
This feature allows the user to transfer the contents of a mailbox to another location.

1. Select the Mailbox
2. Select a destination folder.
3. Click OK.
4. After files have been transferred, the user has the option to delete the contents of the Mailbox.

Empty Mailbox
This feature deletes the files within a Mailbox

1. To delete the contents of a Mailbox, select it.
2. Confirm file deletion. The mailbox will remain, but ALL FILES WILL BE PERMANENTLY REMOVED.

Upload Settings to Printer
This feature transfers local Pen tables, Stamps, KIP Track information, and Force Size settings. Once uploaded, an KIP GUI administrator can “pull” these settings into the GUI, if desired.

Get Problem Files
The KIP Print Queue stores a copy of jobs that it was not able to print. This feature transfers the job to a local temporary directory. To access them:

1. Go to START, RUN
2. Type %Temp% at the prompt, and click OK.
3. When the Temp folder opens, browse to TR\PROBLEM.
4. Any Problem Jobs will be zipped within this folder.

**Text Toolbar - Printers**

A list of pre-configured KIP printers will normally display in the Printers menu.

**Find Printers**

Please See “KIP Print Installation - Connection to KIP Printers”
Printer Status

Roll information, meter status, and printer status is displayed at the bottom of the KIP Print menu. The appearance will differ based on the printer model.

<table>
<thead>
<tr>
<th>Roll 1: 36.0&quot; Gloss - KIP 20# GLOSS - 25%</th>
<th>Roll 2: 34.0&quot; Bond - 24# PREMIUM - 50%</th>
<th>Roll 3: Not Installed</th>
<th>Roll 4: 36.0&quot; Film - 3M CLEAR - 50%</th>
<th>Roll 5: Not Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter A: 145,044 Linear Feet</td>
<td>Meter B: 425,979 Sq. Feet</td>
<td>Total: 217,110 Linear Feet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating Productivity Reports

The KIP Productivity Reporting Package (PRP) is designed to use information gathered from KIP Track fields in KIP Print along with various applications that have been linked to KIP Print such as:

- KIP Print
- AutoCAD
- KIP Software
- KIP PrintNet

By sharing KIP Track data generated from KIP Print, users have the ability to link multiple applications using the same KIP Track rules. This system allows managers to generate reports that have valuable KIP Track information and can be manipulated by the user to get the desired output including the following:

- KIP productivity reporting package generates reports of meter readings and KIP Track data on a daily, weekly or monthly time cycle.
- Reports include detailed authorization, KIP Track and meter information.
- PRP reports can be opened with Notepad or exported as an ASCII file format.

There are three main KIP Track fields in the KIP Print software:

1. **User** - This is a field which can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs.

2. **Job Number** - This is a field which can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs. This field is tied to **ALL** Reports!

3. **Description** - This is a field which can be used for KIP Track. Information entered is applied to the KIP Job and Print Logs.

When these fields are set up correctly and have been configured as “required” in the KIP Print software, the “rules” will carry over to the other applications.
Generating Reports in KIP Print

Productivity reports can be generated from KIP Print and can be very helpful in keeping track of KIP Track data. These can be generated on a daily, weekly, monthly or custom time frame.

The Productivity reports can be accessed by doing the following:

1. On the KIP Print main screen select “Manage” from the menu bar and then select “Print Reports”

2. The following window will appear. This is where the currently selected printer information will be displayed. There are three different types of reports that can be generated from this screen:

   a. Printing
   b. Scanning
   c. Meter Reading

Reports - Printing
This report will include both prints and copies that have been sent to the KIP print engine. The report will include Date, Time, User, Media, # of originals, # of Copies and Sq. Feet. The information for User name and Job Number shown below are gathered from all KIP printing applications. The user can select the Start Date and the End Date of the report along with where to print the report. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Requester</th>
<th>Media</th>
<th># Orig</th>
<th># Copies</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/05/2005</td>
<td>10:24:48</td>
<td>Bob</td>
<td>Bond</td>
<td>1</td>
<td>2</td>
<td>12.0</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>10:40:49</td>
<td>Bob</td>
<td>Bond</td>
<td>1</td>
<td>2</td>
<td>5.9</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>10:52:40</td>
<td>Bond</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>6.0</td>
</tr>
<tr>
<td>10/06/2005</td>
<td>11:00:00</td>
<td>Bill</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>46.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>11:09:39</td>
<td>Bond</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>0.0</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>11:12:02</td>
<td>Bond</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>2.6</td>
</tr>
<tr>
<td>10/07/2005</td>
<td>10:31:38</td>
<td>John</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>6.0</td>
</tr>
<tr>
<td>10/07/2005</td>
<td>11:14:30</td>
<td>Smith</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>5.9</td>
</tr>
<tr>
<td>10/07/2005</td>
<td>11:29:13</td>
<td>Johnson</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>5.9</td>
</tr>
<tr>
<td>10/07/2005</td>
<td>11:29:37</td>
<td>Frank</td>
<td>Bond</td>
<td>1</td>
<td>1</td>
<td>5.9</td>
</tr>
</tbody>
</table>

Total: Bond 214.1
Grand Total: 0025 - Jobs 11 214.1
Reports - Scanning

This report will include all files that have been scanned to file using the Scan Mode of the UI. The report will include Date, Time, User, Location, Type, Format and Sq. Feet. The information for User shown below is gathered from all KIP printing applications. The user can select the Start Date and the End Date of the report along with what to do with this data. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

<table>
<thead>
<tr>
<th>Date</th>
<th>Requester</th>
<th>Location</th>
<th>Type</th>
<th>Format</th>
<th>Sq. Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/05/2005</td>
<td>14:36:27</td>
<td>Smith</td>
<td>FTP</td>
<td>PDF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:38:08</td>
<td>Project1</td>
<td>RESCANFTP</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:38:45</td>
<td>Project1</td>
<td>FTP</td>
<td>CAL</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:40:29</td>
<td>Bob</td>
<td>Project1</td>
<td>RESCANFTP</td>
<td>CAL</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:43:20</td>
<td>Default</td>
<td>SCAN</td>
<td>TIF</td>
<td>6.1</td>
</tr>
<tr>
<td>10/05/2005</td>
<td>14:45:07</td>
<td>Default</td>
<td>SCAN</td>
<td>TIF</td>
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<td>Frank</td>
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</table>

Grand Total: 0026 - Jobs All 161.6
This report will include daily Meter readings from the desired dates set in the Start Date and End Date. The report will include Date, Meter A, Meter B and Total run. This meter reading should closely match the actual meter reading on the KIP printer. The user can select the Start Date and the End Date of the report along with what to do with this data. The report can be sent directly to the default printer attached to the PC generating the report or to the Notepad to be saved to a file.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meter A</th>
<th>Meter B</th>
<th>Total Run</th>
</tr>
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<tbody>
<tr>
<td>10/1/2005</td>
<td>14,820 Square Feet</td>
<td></td>
<td>1,606</td>
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<tr>
<td>10/2/2005</td>
<td>14,851 Square Feet</td>
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<td>1,609</td>
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<tr>
<td>10/3/2005</td>
<td>15,342 Square Feet</td>
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<td>1,660</td>
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<tr>
<td>10/4/2005</td>
<td>11,760 Square Feet</td>
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<td>1,714</td>
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<tr>
<td>10/5/2005</td>
<td>15,961 Square Feet</td>
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<td>1,734</td>
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<tr>
<td>10/6/2005</td>
<td>17,136 Square Feet</td>
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<td>1,865</td>
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<tr>
<td>10/7/2005</td>
<td>17,266 Square Feet</td>
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<td>1,878</td>
</tr>
<tr>
<td>Total Meters:</td>
<td>2,731 square feet</td>
<td></td>
<td>303</td>
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</table>

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A Sample Job

Creating a simple print job is quick and efficient using KIP Print. Users only need to ensure KIP Print is configured, then simply select images for printing.

1. Launch KIP Print from your Desktop or the Start Menu folder

2. Click the ADD FILES button to open the file browser.

3. Browse to the files you wish to print. Files may be located on your local PC or on a network location.

4. Available files will appear in the right pane. Click on the file(s) to be added to the job. Selected images will be shown with a red “check mark” in the box beside the file.

5. Click OK when finished.
6. The files selected will now also be shown in the Job Build Grid noting any zoom, pen, stamp, color options and fold settings to be applied.

7. Complete any Key Job Settings that may be required such as User Account Control, media type, collation and number of copies / sets.

8. Press the Submit Print Job button.

9. The files selected will be printed.
Supported Monochrome File Formats

- HPGL / HPGL2 / HP-RTL Formats PLT, HPG, G L2, 000, RTL, 906, 907, etc
- Autodesk DWF, DWX
- Adobe PDF*
- Postscript PS, EPS*
- TIFF Group 4 TIF
- CALS Group 4 CAL
- PCX Monochrome PCX
- Intergraph CIT
- JPEG JPG
- Government Group 4 C4
- ASCII Formats
- KIP Format TLC
- Computer Graphics Metafile CGM*

* Requires an Option Key Code / Software for Printing - Subject to change without notice

KIP Print relies on the header information within the digital file. KIP Print will read the header data of the image and automatically determine if the file is valid for printing. Non-print-ready file types such as drawing files from AutoCAD (.dwg) and Microstation (.dgn) as well as Microsoft Office (.doc, .docx, .xls, .xlsx, etc.) cannot be printed without the native application. These files must be printed using the KIP Windows printer driver.
**Supported Color File Formats**

- PDF*
- TIFF
- Postscript (PS/EPS)*
- HPGL/2
- HP-RTL
- J PEG
- J PEG 2000
- PNG
- BMP
- GIF
- PC X
- TGA
- Autodesk DWF

* Requires an Option Key Code / Software for Printing – Subject to change without notice.

**NOTE:**

KIP Print automatically recognizes printable monochrome image files and does not permit ‘color mode’ printing of these black and white images. If a color image is desire to be printed in monochrome this is set as selected by the user noted in the “Color Options’ for that image.