

## 2.2. Connecting XMF Remote

Connect XMF Remote through your browser.

### 2.2.1. Logging in to the Front Site



- 1 Start your browser and connect to the XMF Remote front site.

URL: <https://address of XMF Remote/frontsite/>

The XMF Remote front site starts. The login screen is displayed.


- 2 In [Client mode] on the upper right of the login screen, select [App] (Java) or [Browser] (HTML), enter [Login ID] and [Password], and then click [Login].

When the login is completed, [Job list] screen is displayed.



- [Browser] mode offers quicker display of large-sized data and more reliable security. Because possible future function extensions will also be implemented in [Browser] mode, we recommend that you perform operations in [Browser] mode.

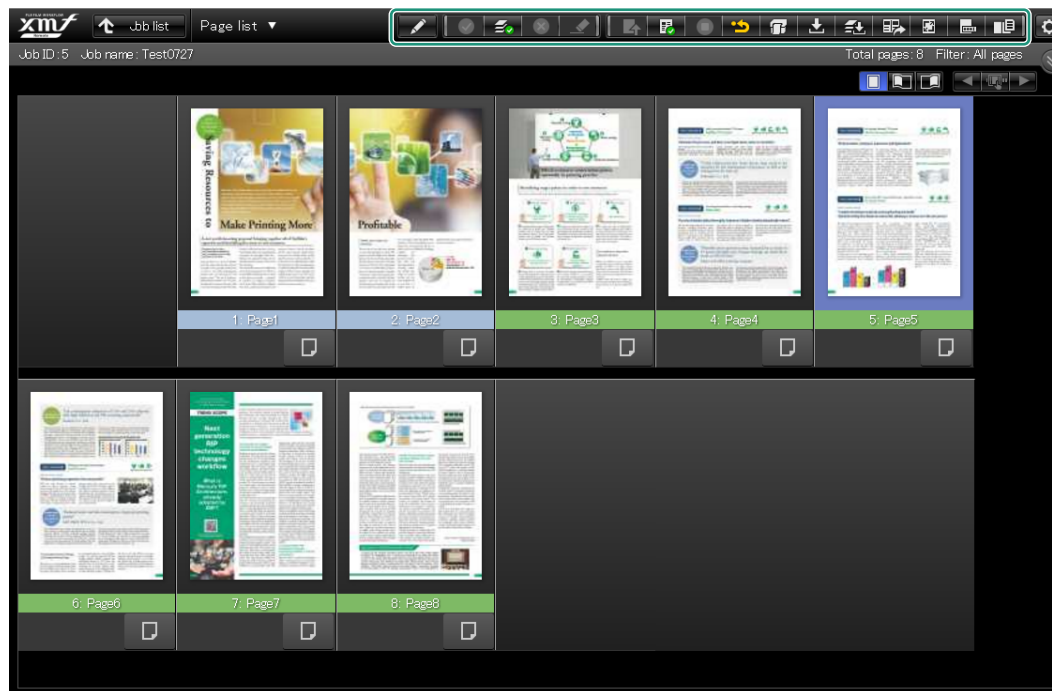
#### Logging Out




In each operation window of the front site, click  in the top right, then click [Logout] from the pull-down menu. You can log out at any time by clicking this menu.















## 3.3. Confirming and Proofing a Document

This section describes how to confirm the uploaded document in [Page list] screen, download preflight reports, replace bad pages, and use proofing tools in [Proof] screen.

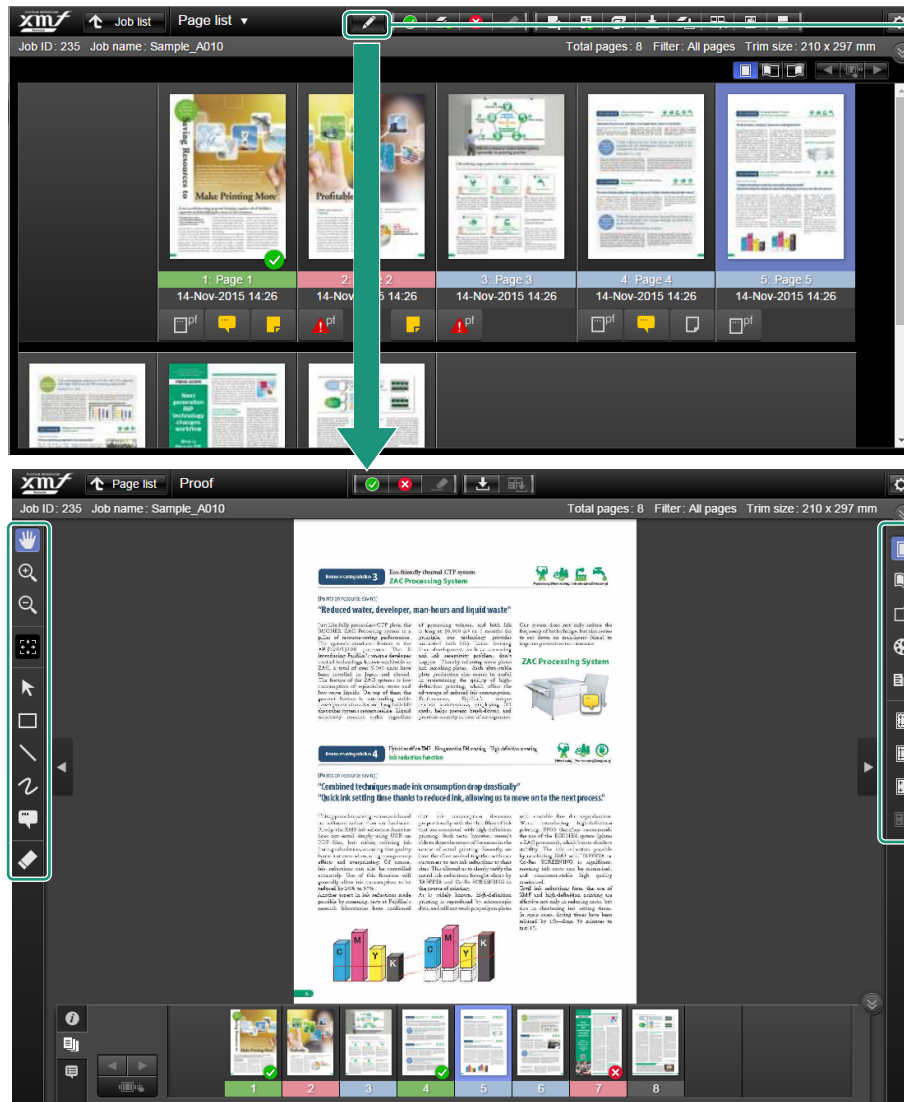
### Operations in [Page list] Screen




	Start proof	Displays [Proof] screen of the selected page.
	Proof, Approve passed/Approve page	Approves the selected page (user with approval authorisation only).
	Approve all pages	Approves all pages (user with approval authorisation only).

	Reject page/Proofing failed	Reject a page (user with approval authorisation only).
	Proof passed	Passes proofing.
	Cancel	Cancels the page approval result (approval/rejection) or the proofing result (passed/failed).
	Upload	Starts uploading document files.
	Approve job	Approves the selected job (user with job approval authorisation only).
	Cancel job approval	Cancels the job approval.
	Cancel page approval	Cancels the page approval.
	Submit print job	Submits print jobs for printing complete samples to XMF.
	Download	Downloads a PDF file for proofing the selected page.
	Batch download	Downloads PDF files for proofing in a batch. Click to display [Batch Download] dialog to specify the page range to be downloaded.
	Comparison results export	Exports the (highlighted) comparison results between the latest and previous versions in a PDF, and registers the PDF in a general file.
	Page size settings	Allows you to set page size (the trim size and bleed box) of a page.
	Page label editing	Allows you to edit a page label.
	Page operation	Enables page operations such as adding, removing, dividing or moving pages, and changing to blank pages or unmapped pages.


















## 3.3.3. Using the Proof Tools



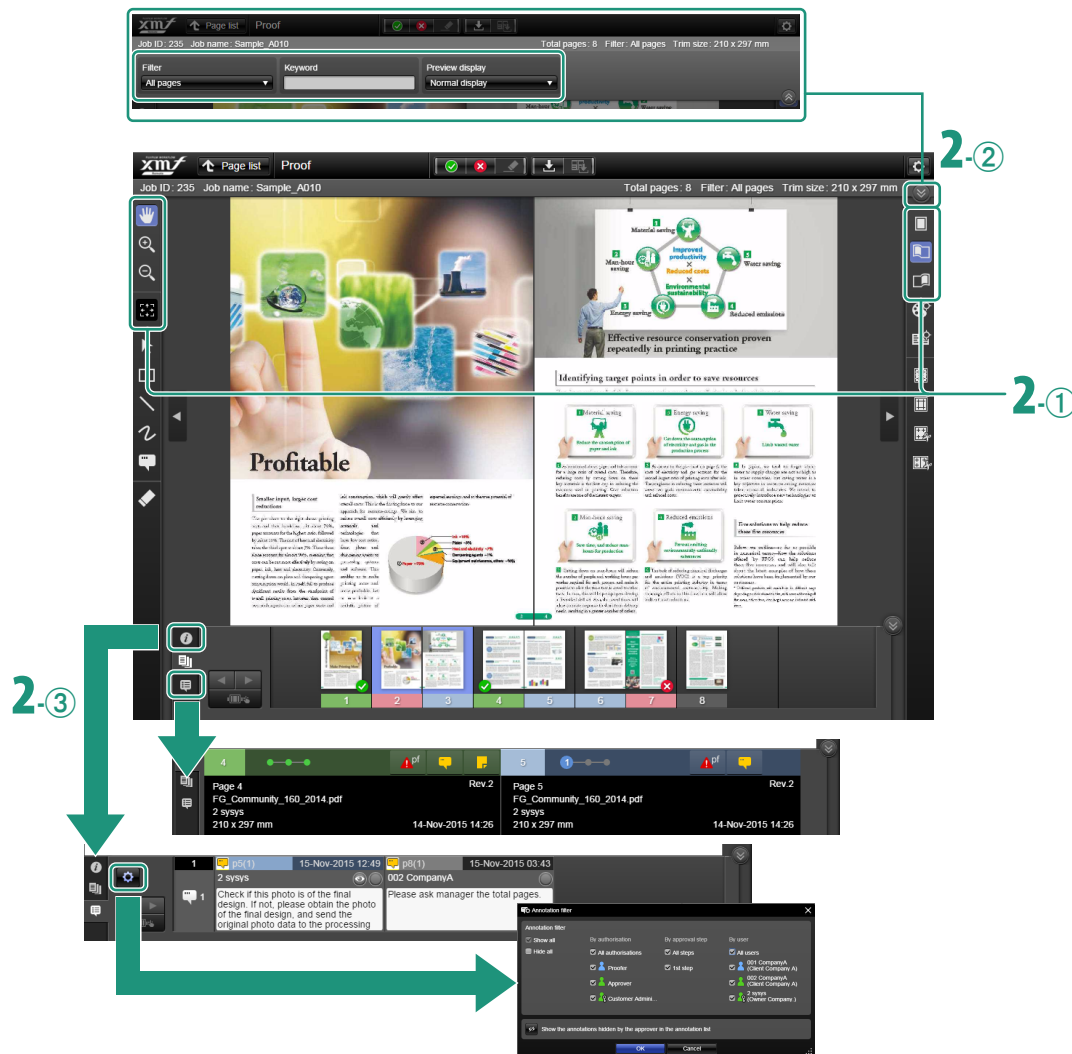
You can use proof tools to confirm and proof pages.

**1** In [Page list] screen, select a page, and double-click on the page or click  (start proof).

[Proof] screen is displayed.

	Pan	Moves the displayed range by dragging on the page preview.
	Zoom in	Zooms in to the preview image.
	Zoom out	Zooms out from the preview image.
	Fit in display area	Displays a preview that fits the window size.
	Move	Moves annotations created by the login user by dragging on the page.
	Rectangle	Enables you to draw a rectangle.
	Line	Enables you to draw a line.
	Free hand	Enables you to draw a free line.
	Note	Enables you to insert an annotation.
	Eraser	Deletes annotations created with the draw tool or note tool by selecting and clicking.
	Single page view	Switches to [Single page] mode.
	Double spread, binding left view	Switches to [Double spread, binding left] mode.
	Double spread, binding right view	Switches to [Double spread, binding right] mode.
	Separation view	Switches to [Separation] mode.
	Comparison (version comparison) view	Switches to [Comparison] (version comparison) mode.
	Trim display	Displays the trim lines as dashed lines.
	Trim box of the original document display	Displays the trim lines and bleed lines set in the original file as solid lines.

## 3.3. Confirming and Proofing a Document / 3.3.3. Using the Proof Tools



### To Arrange Annotations

When multiple proofers are in charge, you can use the annotation filter to hide unwanted annotations.

Click (annotation filter) to display the annotation filter dialog, where you can remove a check mark for the annotation that you want to hide.

**1** In [Page list] screen, select a page, and double-click on the page or click (start proof). (Continued from previous page)

	Show trim cut	Displays the page preview after cutting the outside of the trim box.
	Show centre trim cut	Displays the page preview with the outside of the trim box cut at the centre of the double spread display.

## 2 Set the display.

**①** Switch the view mode.

- (single page), (double spread, binding right), or (double spread, binding left).
- To switch pages, click (go to previous page) or (go to next page).
- To move the displayed range, drag (pan).
- To enlarge or reduce the display size, click (zoom in) or (zoom out).

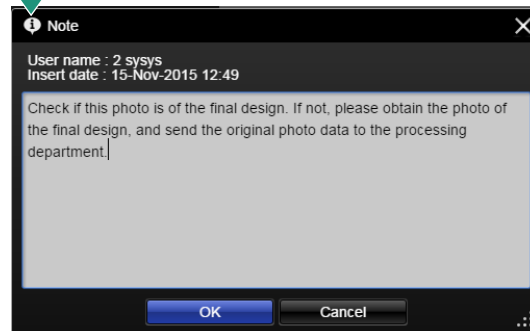
**②** To set the pages to be displayed and preview display, click (screen display settings) at the top right.

- [Filter]: You can select the pages to be displayed including [My page] and [Preflight].
- [Keyword]: You can search for the pages with a page name or document file name.
- [Preview display]: You can select [Normal display] or [Lighter display] for the page preview.





**③** Click detailed tabs on the left bottom to switch display.

- : Page information (Click to display proofers, to check page comments.)
- : Page list
- : Annotation list.

## ■ Rectangle/Line/Free hand/Note tools



## 3 Use proof tools to proof pages.

- Surround a sentence or image with  (rectangle tool), or draw lines with  (line tool), and then add annotations in the note that appears.
- Surround a sentence or image, or draw the instructions with  (free hand tool).  
When drawing is completed and [Fix/Delete] pop-up dialog is displayed, click [Fix]. To make multiple paths of free hand drawings as one annotation, ignore the pop-up dialog and add the remaining paths until you finish the annotation.
- Add detailed comments or instructions on the preview with  (note tool).

## 4 After proofing is complete, click [Save].

The proofed data is saved.

### 3.3.4. Proofing in Separation Mode



[Proof] screen in separation mode allows you to check a preview of the page after it is output into separations for printing by using various tools.

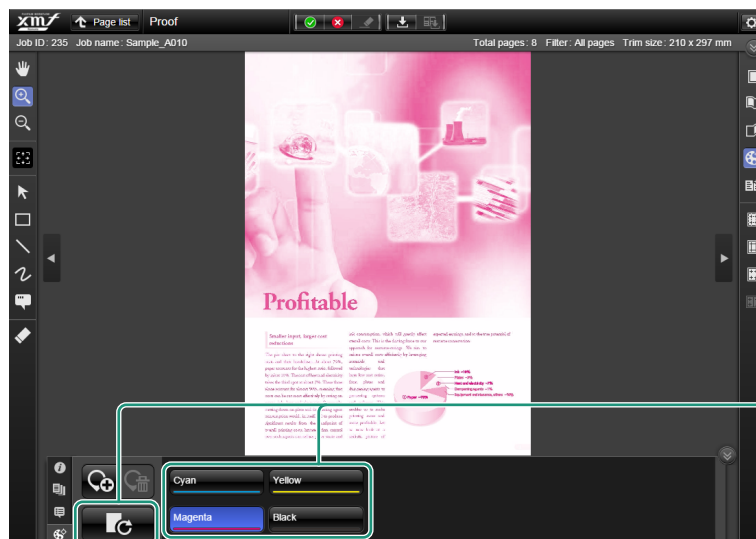
#### 1 In [Proof] screen, click [ ] (separation).

In the colour component list pane at the bottom of the screen, buttons of colour components ([Cyan], [Yellow], [Magenta], [Black] and specific colours) used on the page are displayed.

#### 2 Click the button(s) of the colour component(s) you want to display (CMYK 4 colours and specific colours), and click [ ] (update).

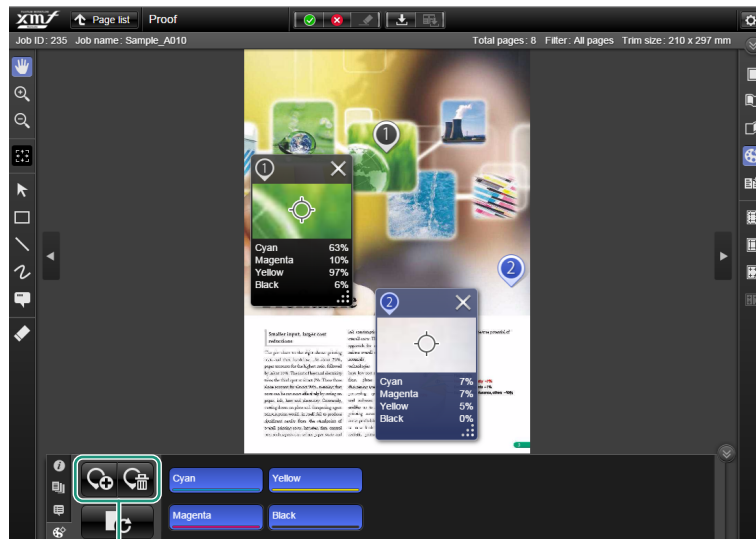
The separation result of the selected colour is displayed. When two or more colour component buttons are selected, separation results that combine the selected colours are displayed.

Separation results for a maximum of 31 colours are displayed.





## 3.3. Confirming and Proofing a Document / 3.3.4. Proofing in Separation Mode



### 3 To display the colour component of a specific position, click [Add pin].

On the page preview, a pin and a dialog showing the pinned location's colour component and enlarged view are displayed. You can position the pin by dragging it to any location on the page preview.



- To delete the pin, click [Delete pin] and then click [Add pin] on the page preview again.



## 3.4. Proofing in Version Comparison Mode

### 2 Screens Display



[Proof] screen in comparison mode allows you to compare previous versions against the current page and highlight differences by using various tools.

#### 1 In [Proof] screen, click (comparison).

The previous revision or comparison results are displayed on the left side and the page with the latest revision is displayed on the right side.


#### 2 To change the comparison display method, click [Change display] at the bottom.

- [2 screens]: Displays the pages of the specified revision side by side.
- [Highlight]: Displays by highlighting the differences in the specified revision. The areas with differences are highlighted in red and green, and the display is alternated at the [Interval] specified in [Page switching].
- [Difference]: Displays only the differences of the specified revision.

### Highlight Display/Difference Display



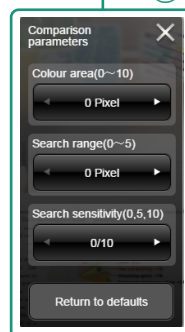
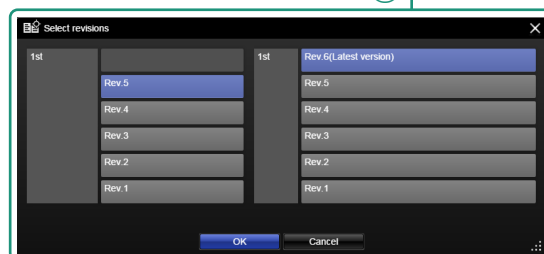
#### To Download a Comparison Result PDF File

Click  to download the PDF file of the highlighted comparison result for the pages being displayed. The PDF file downloaded from this screen is added to a local folder (ex. download folder).





## Alternate Display



## 2 To change the comparison display method, click [Change display] at the bottom.

(Continued from previous page)

- [Alternate]: Displays by alternating the pages with the specified revision at the [Interval] specified in [Page switching].

## 3 Set the revisions (versions) to be compared, the [Interval] for switching the display, and comparison definition (parameters). (Optional)

### ① Select the revisions.

Click [1st > Rev.1] [1st > Rev.2] below the two screens preview to display [Select revisions] dialog.

Select the revisions to be displayed on the left and right pages, and then click [OK].

### ② In [Interval] box of [Page switching] pane, click [◀] or [▶] to specify the [Interval] of page switching in [Highlight] display and [Alternate] display.

### ③ Set [Change comparison parameters].

Click [Change comparison parameters], and in the dialog, set the area to colour around the detected differences, the allowed range for position misalignment, and the sensitivity of the difference search.

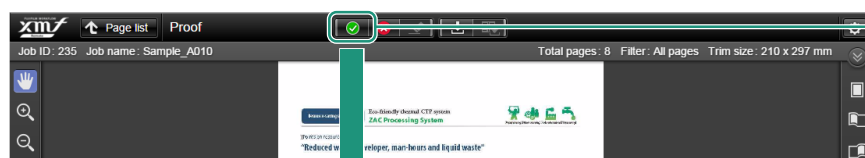
## 3.5. Approval

### 3.5.1. Approving

XMR Remote allows multiple users to approve pages. Each user is assigned with approval authorisation for a step or steps. The number of users required for page approval is set in advance. Depending on the settings, approval of all approvers assigned to each step is required, or approval of only one user is required.

When all the pages are approved, a system administrator with job approval authorisation approves the job. An approved job is transferred to XMF, where the printing process is carried out.

This section describes the approval procedure for each user.



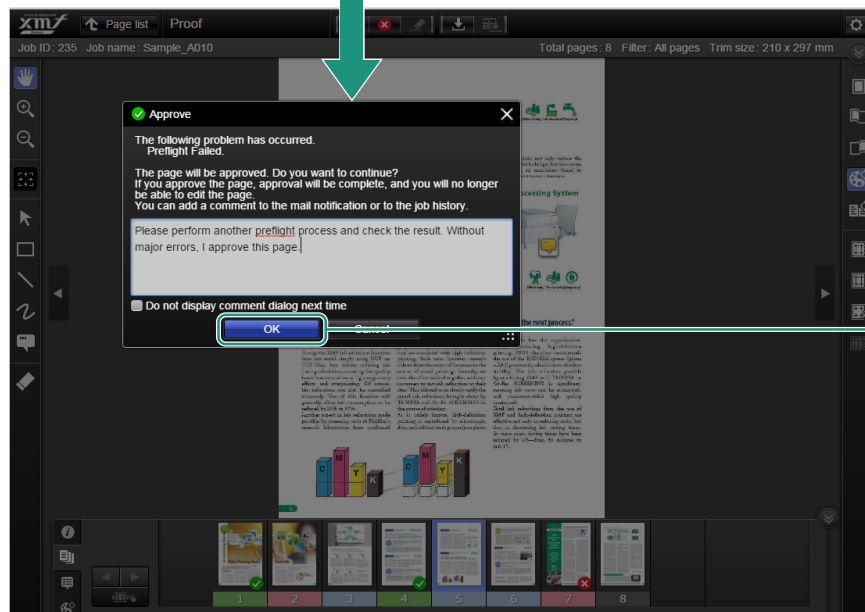
1

- 1 Select the page to be approved, and click [✓] (approve page/page approval complete) on the page.

The page is approved, and the note tool starts.



- When a customer administrator approves a page, the page approval is completed. The page cannot be edited.
- When all the assigned approvers approve the page in the final step, the page is locked. After that, the page cannot be replaced or proofed.
- If you have proofing authorisation, click [✓] (proofing passed).
- When an approver does not approve a job or a proofer considered the job [Proofing failed], click [✗] (reject approval). [Approve/Reject] in proofing authorisation is [Proofing passed/Proofing failed].



2

- 2 After you finish entering comments, click [OK].

If you do not want to enter comments, keep the note blank and then click [OK].



## 3.5. Approval / 3.5.1. Approving






4

3 Click  or  to approve other pages.



The approval mark (✓) is displayed at the bottom left of the screen.

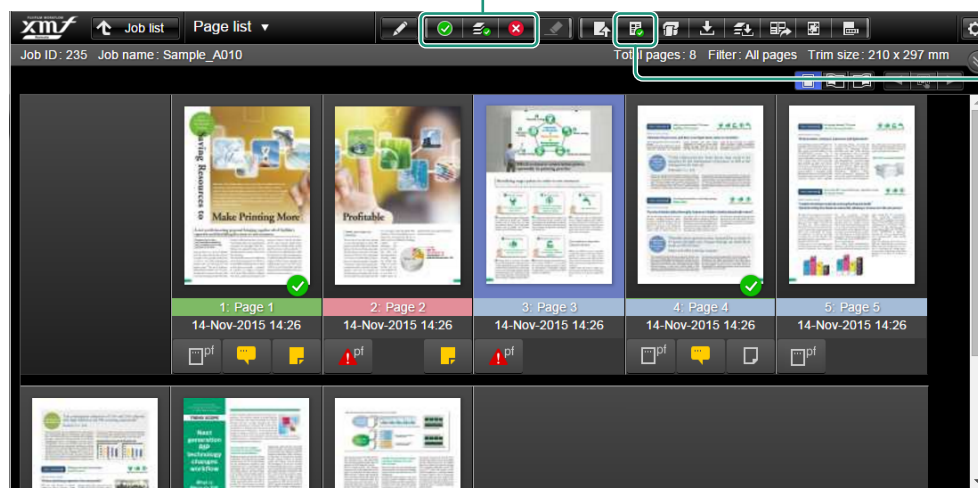
4 After finishing approval in [Proof] screen, click [Page list].

[Page list] screen is displayed.

You can also set approval, reject approval, proofing passed, or proofing failed in [Page list] screen. Select a page, and then click , , or .

3


5 To approve all the pages at one time, click . To approve a job, click . (user with approval authorisation only)



4

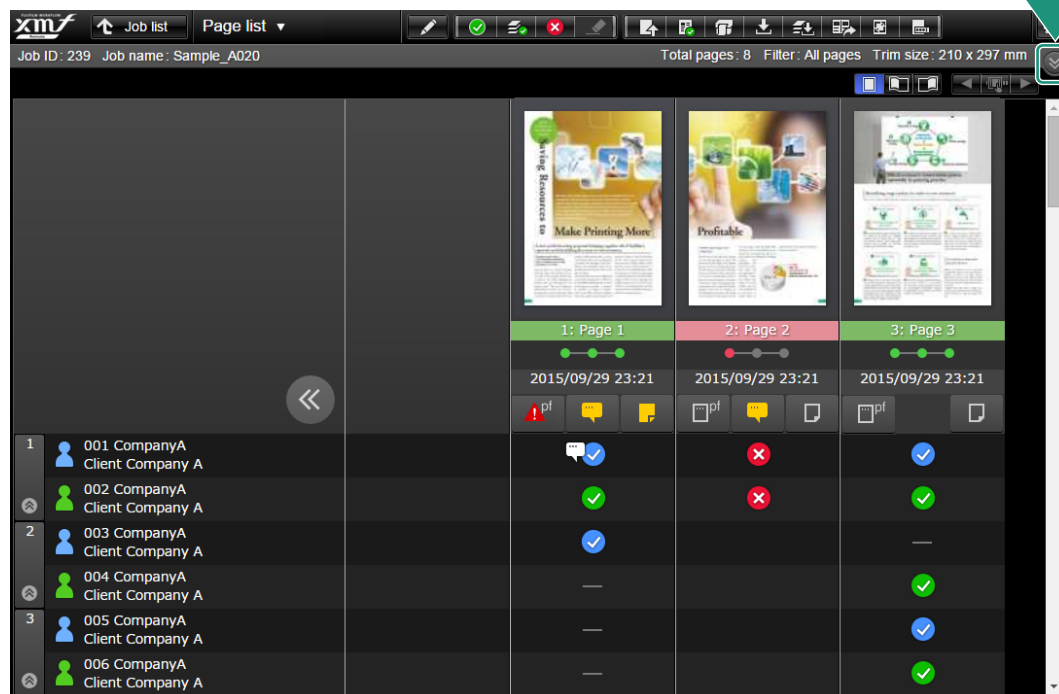
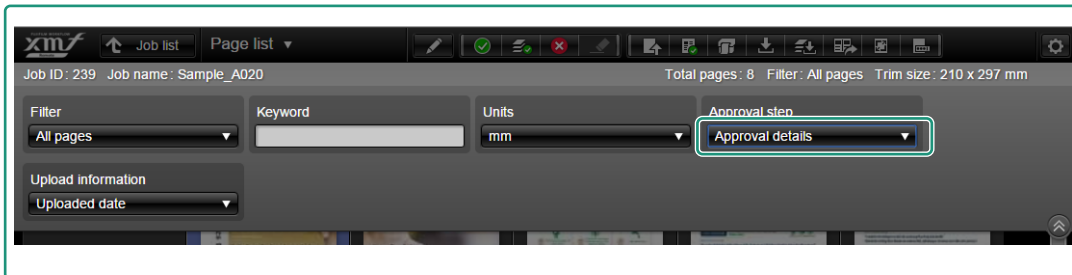
5

## To Cancel the Page Approval

Select the page for which to cancel the approval and click  (cancel page approval). The [Page approval complete cancellation] dialog is displayed. Click [Yes] to cancel the page approval and return to the awaiting approval status.

(Cancelling the page approval can be performed by adding the [Cancel page approval] authorisation in the [Edit user] screen. Page approval can also be cancelled from the [Remote RIP Approval] screen of XMF. The approval cancellation status is linked between XMF and XMF Remote.)

### 3.5.2. Multiple Step Approval








In an ordinary job, multiple users with various authorisations are in charge of proofing and approval.

[Page list] shows the proofing and approval status of each user.

To display multiple approval steps, click [Approval details] and select [Approval details] from [Approval step].

You can use [Filter] and [Keyword] to narrow down pages to be displayed and [Upload information] and [Units] to select the information to be displayed.

#### • Approval Step Progress Icon:

	Being proofed (Number 1, 2 or 3 inside the icon indicates the 1st step, 2nd step or 3rd step of proofing.)
	Step approval complete
	Rejected
	Awaiting step start
	Step does not exist

#### • Preflight Result Icons

	When there is a preflight error
	When there is a preflight warning
	When there is a preflight report

#### • Page Comment and Annotation Icons

	When there are page comments
	When there are no page comments
	When annotations have been added