



Océ Open Access

User's Guide

Version 2

NOTE: This document is available in multiple electronic formats on the installation CD-ROM. The available formats are Portable Document Format (PDF), Microsoft Word (unprotected 2004 format), and RTF.

One or more of these formats should work with the most popular voice-to-text software solutions, providing access to the system document for those with vision impairments.

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1.0 Overview

At Océ we are committed to developing solutions that are open, accessible and increase the productivity of all users. Open Access lives up to that promise by providing fax functionality and remote access to the copying and printing functions of the Océ VarioLink 3622/4222/5022, VarioPrint 1055/1065/1075, im4511, cm4010 and other Océ copiers that are accessible via a PostScript or PCL based print driver. The system allows users to scan an original document at their desktop and have copies of that document print remotely on their Océ copier. Using this system, individuals can make copies and send a fax without ever touching, or even seeing the copier device.

Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities. The Open Access software is compliant with these requirements and is designed to provide value to all users, especially those with vision, motion and hearing impairments. Open Access offers physically challenged users with independence and productivity by giving them the tools and system enhancements they need to do their job.

For more detailed and updated information, please visit: <http://www.OpenAccessSupport.com>

2.0 Product Overview – How It Works

Open Access leverages standards-based components to deliver accessible fax and remote copying functionality. The system is comprised of a compatible Océ copier-printer, a TWAIN compatible scanner and driver; the appropriate Windows print driver and the user's desktop PC with a fax board.

After launching the program, the user selects whether they wish to send a fax or make copies. Depending on their selection, the user enters the basic parameters for their fax or copy job. When making copies, these parameters include: number of copies, single or double-sided and stapled or non-stapled; for a fax they simply enter the number for the receiving fax machine. Following these selections, the user is prompted via text to speech to place their original document into the sheet feeder of their desktop scanner. From there Océ Open Access takes over. The system controls the scanner and digitizes the original document, it then either sends a fax or sends this digital document to the Océ copier-printer where the appropriate number and type of high-quality copies are produced.

Large fonts and voice prompting (text to voice where the system reads descriptive information about the available selections and repeats user entries) is included in the base system. Additionally, Open Access is compatible with numerous accessibility helper applications.

3.0 Installation and Configuration

The Open Access software leverages many underlying operating system components. Each of these components must be installed before the application will function properly. These



components include the service pack updates to the Windows operating system, the .NET application framework and a postscript driver for the installed copier-printer device. The included Open Access installation program will check for the all required dependencies and, if possible, it will automatically install those components. If a manual installation of these components is required, please contact the appropriate systems and support administrator to install: Microsoft Windows XP Service Pack 3 (or Microsoft Vista SP1 – if Vista is the desired operating system) and the .Net application framework version 3.5.

A copy of the all of the required components and setup files are included on the Open Access Installation CD-ROM or can be found at <http://www.OpenAccessSupport.com>

3.1 Print Drivers

Print drivers define the printing functionality between the Open Access software and the installed Océ copier-printer. Depending on the Océ copier-printer in use at your location, one or more of the following print drivers must be installed and properly configured. The appropriate drivers for the VarioLink 3622/4222/5022, vp1055/1065/1075, im4511 and cm4010 copiers can be found on the Océ USA website or via using the following links/web addresses:

Océ VarioPrint 3622/4222/5022 Postscript Printer Driver:

http://www.oceusa.com/main/view_media.jsp?CONTENT%3C%3Ecnt_id=10134198673391835&FOLDER%3C%3Efolder_id=9852723696640781&bmUID=1244566376703

Océ VarioPrint 1055/1065/1075 Postscript Printer Driver:

http://www.Océusa.com/main/view_media.jsp?CONTENT%3C%3Ecnt_id=10134198673382379&FOLDER%3C%3Efolder_id=9852723696640313&bmUID=1221013217735

Océ im4511 PPD Printer Driver:

http://www.Océusa.com/main/view_media.jsp?CONTENT%3C%3Ecnt_id=10134198673384889&FOLDER%3C%3Efolder_id=9852723696640202&bmUID=1221013815970

Océ cm4010 PPD Printer Driver:

http://www.Océusa.com/main/view_media.jsp?CONTENT%3C%3Ecnt_id=10134198673385124&FOLDER%3C%3Efolder_id=9852723696639955&bmUID=1221013957657

Print drivers for the entire Océ copier-printer line can also be found at <http://www.oceusa.com>. Copies of the latest print drivers for the VarioLink 3622/4222/5022, vp1075, im4511 and cm4010 (at the time of publication) are included on the Open Access Installation CD-ROM. Please contact the appropriate systems and support administrator to properly configure the print drivers. The exact settings of your print driver depends on the configuration of your particular Océ copier-printer, however to utilize functionality such as Duplex and Stapling (Saddle Stitch) these options must be properly set in the appropriate print driver.

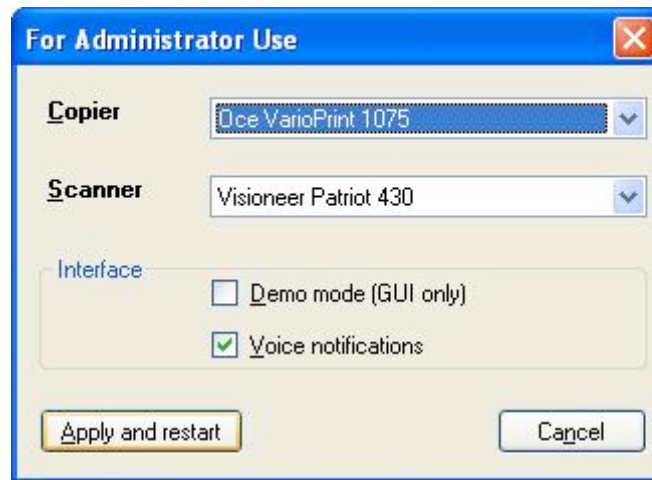
3.2 Administrator Configuration Screen

Note: The configuration screen has been developed for use by non-impaired system administrators, for this reason, it was not designed with 508 compliant features. The



configuration screen is a tool to identify and select available TWAIN scanners and Océ printers. Administrators can choose a required device by selecting the desired option in each of the drop down list. If there aren't any scanners or copiers available – the appropriate drop down list will be disabled. It is also possible from this screen to turn on/of voice notifications or demo mode. (Voice notifications can also be toggled on/off from the copy or fax mode screens by clicking on the wording “Voice notifications”.)

If any selection has been made on this dialog box, the administrator must select “Apply and restart” for the changes to take affect.



3.3 Demo Mode

In demo mode, no scanner or copier interaction takes place. The user can only use the interface controls to validate application behavior, e.g. – voice prompts, alert messages, etc. Demo mode is applied automatically when there are not any supported copiers or scanners available.

3.4 Copier-Printer Configuration

Open Access checks for installed copier-printers during startup. At least one of the supported Océ copier-printers must be available. If a selected printer has a different number of paper trays, the application will launch and remove unsupported options from the paper tray list on the Copy Mode screen. Stapling, Duplex, and Paper Tray functionality require properly configured print drivers. The PPD driver is required for the cm4010 and im4511 copiers.

3.5 Scanner Configuration

During startup, Open Access performs scanner detection and identifies any attached scanner's capabilities. Only fully TWAIN compatible scanners will work with this system. During the initial communication with the TWAIN library, the system checks to ensure that the scanner supports

all of the required Open Access capabilities. There are three potential scenarios: 1.) Scanner supports all capabilities – the application will perform standard startup without any error prompts. 2.) Scanner support essential capabilities, but not some extra features like duplex. In this case, the application will launch and limit options in the duplex drop down list to those supported by the selected scanner (ie- only single sided options will be made available to the user). 3.) Scanner does not support the required capabilities – the application will start and a “Scanner Unavailable” alert will be shown and voice notified. The system will be placed in Demo Mode.

If possible, it is recommended that the Visioneer Patriot 430 or the Kodak i40 scanner be used with Open Access. The compatibility of these models has been fully tested and their feature sets allow for full functionality of the Open Access System – however as noted any fully TWAIN compliant scanner will work with this system.

3.6 Fax Configuration

A fax card must be installed to utilize the fax functionality included in the Open Access System. Open Access checks for installed fax devices automatically. There is no need to enter any device name or driver name in the application. It is **strongly recommended** that the setting to disable dialog windows while sending a fax be enabled. This can be done in the Windows Control Panel (Control Panel -> Printers and Faxes...right click on the fax device and choose properties. Select the Settings tab and uncheck “Sending” in Fax Monitor.

NOTE: Incoming faxes are regulated using native Windows functionality. To regulate incoming faxes, from within Microsoft Windows – navigate the printer and Faxes section of Control Panel. Highlight the Fax machine and right-click to select properties. From within this dialog the appropriate user/systems administrator can determine the characteristics of how the fax board should react to incoming calls and on which Océ copier incoming faxes should be printer.

If a specific dialing prefix is required (i.e. - “9” for an outside line), it can either be entered into the Open Access Fax Mode Dialog, or it can be set using native Windows Fax functionality. To modify the Windows pre-sets, click on Control Panel/Printers and Faxes and select the Fax System icon.

4.0 System Navigation

Open Access has been designed to fully function without the use of a mouse. The user can navigate through all of the system menus and options utilizing the Tab key, the Enter key, direct “hotkeys” (underlined letter in option descriptors, i.e. -“Fax”) and/or ALT-hotkeys (hotkeys that require the user to select ALT+hotkey). A listing of all hotkeys used in the system is listed below:

4.1 Hotkeys

Initial Launch Menu (Do you wish to copy or fax?)



Hotkey	Selection
"C"	Copy
"F"	Fax

Copy Mode

Hotkey	Selection
"Q" or "ALT-Q"	Quantity
"D" or "ALT-D"	Duplex
"S" or "ALT-S"	Staples
"P" or "ALT-P"	Paper Tray
"O" or "ALT-O"	Copy
"T" or "ALT-T"	Reset
"F" or "ALT-F"	Fax
"E" or "ALT-E"	Exit

Fax Mode

Hotkey	Selection
"N" or "ALT-N"	Number
"D" or "ALT-D"	Duplex
"S" or "ALT-S"	Send
"C" or "ALT-C"	Copy
"E" or ALT-E	Exit

Configuration

Hotkey	Selection
"C"	Copier
"S"	Scanner
"D"	Demo Mode (GUI only)
"V"	Voice notifications
"A"	Apply and restart
"N"	Cancel

Copy Confirmation Submenu

Hotkey	Selection
"C" or "ALT-C"	Copy
"N" or "ALT-N"	Cancel

Send Confirmation Submenu

Hotkey	Selection
"S" or "ALT-S"	Send
"N" or "ALT-N"	Cancel

Exit Confirmation Submenu

Hotkey	Selection
"E" or "ALT-E"	End
"N" or "ALT-N"	Cancel

4.2 Logical Tab Order

A logical tab order has also been set on all screens to reduce the number of keystrokes required to navigate through the system. At each tab stop, Open Access will announce the current item under focus. The following is the tab order for the Open Access functional modes:

Copy Mode

Item	Tab Stop
Quantity	1
Duplex	2
Staples	3
Paper Tray	4
Copy	5
Reset	6
Fax	7
Exit	8

Fax Mode

Item	Tab Stop
Number	1
Duplex	2
Send	3
Reset	4
Copy	5
Exit	6

4.3 Item Selection

The following is a listing of the potential options that a user may enter for each item in the Copy and Fax mode.

Copy Mode

Item	Potential Entry Options
Quantity	Enter numbers or use up or down arrow keys to select numbers
Duplex	1. Single Sided to Single Sided 2. Single Sided to Double Sided 3. Double Sided to Single Sided 4. Double Sided to Double Sided
Staples	1. No Staples 2. Staples
Paper Tray	1. Tray 1 2. Tray 2 3. Tray 3 4. Tray 4

Fax Mode

Item	Potential Entry Options
Number	Enter numbers using keyboard or keypad
Duplex	1. Single Sided to Single Sided 2. Single Sided to Double Sided 3. Double Sided to Single Sided 4. Double Sided to Double Sided

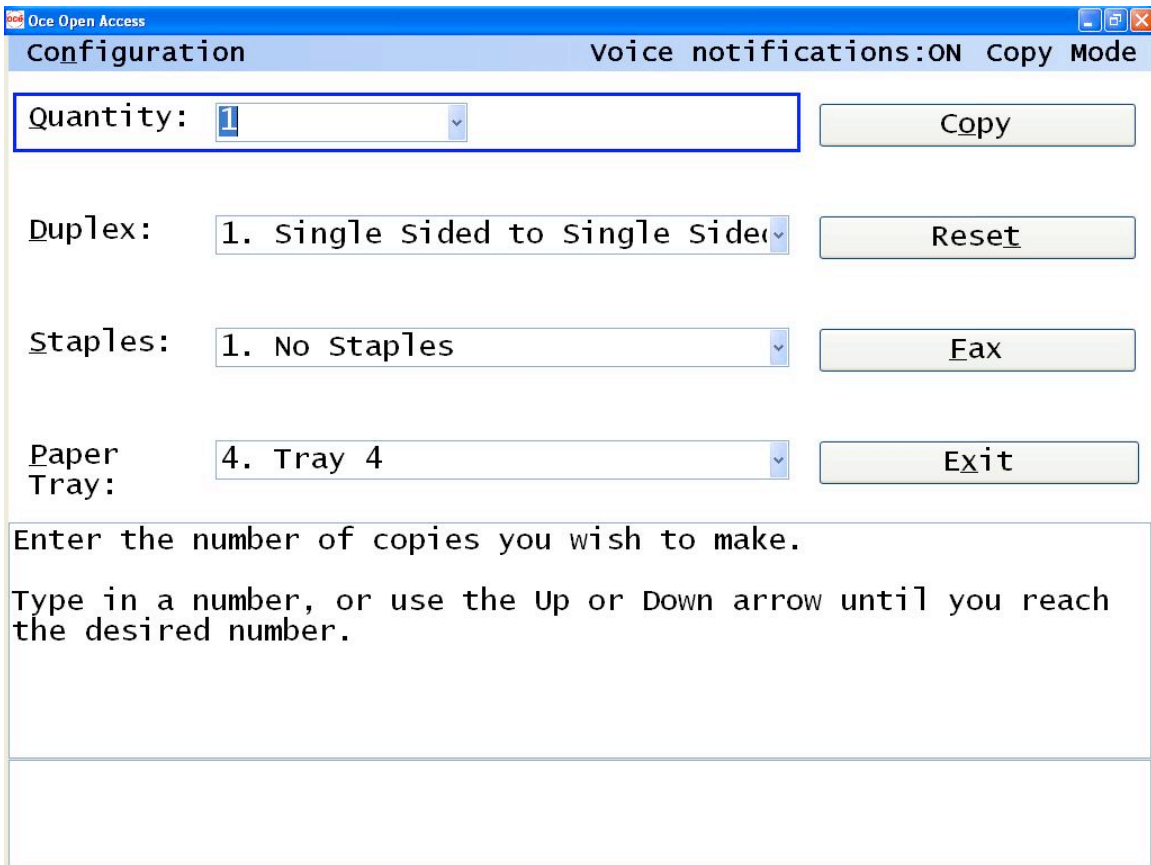
The system is also fully compatible with Dragon Naturally Speaking speech recognition software. Using Dragon a user can fully navigate (using “Numbers Mode”) all of Open Access’ features and functions.

5.0 Making Copies (Copy Mode)

The “Copy” mode of Océ Open Access allows the user to create “remote” copies. To accomplish this task:

1. The user selects the particular parameters for the copy job:

Quantity:	the number of copies desired
Duplex:	the number of sides with printing on the original document and the number of sides desired on the copies (Duplex copies can only be made if the installed TWAIN compatible scanner has a duplex functionality)
Staples:	whether or not multiple page copies should be stapled together
Paper Tray:	the paper tray of the copier that contains the paper upon which the copies should be printed



Océ Open Access Configuration Voice notifications:ON Copy Mode

Quantity: 1 Copy

Duplex: 1. Single Sided to Single Sided Reset

Staples: 1. No Staples Fax

Paper Tray: 4. Tray 4 Exit

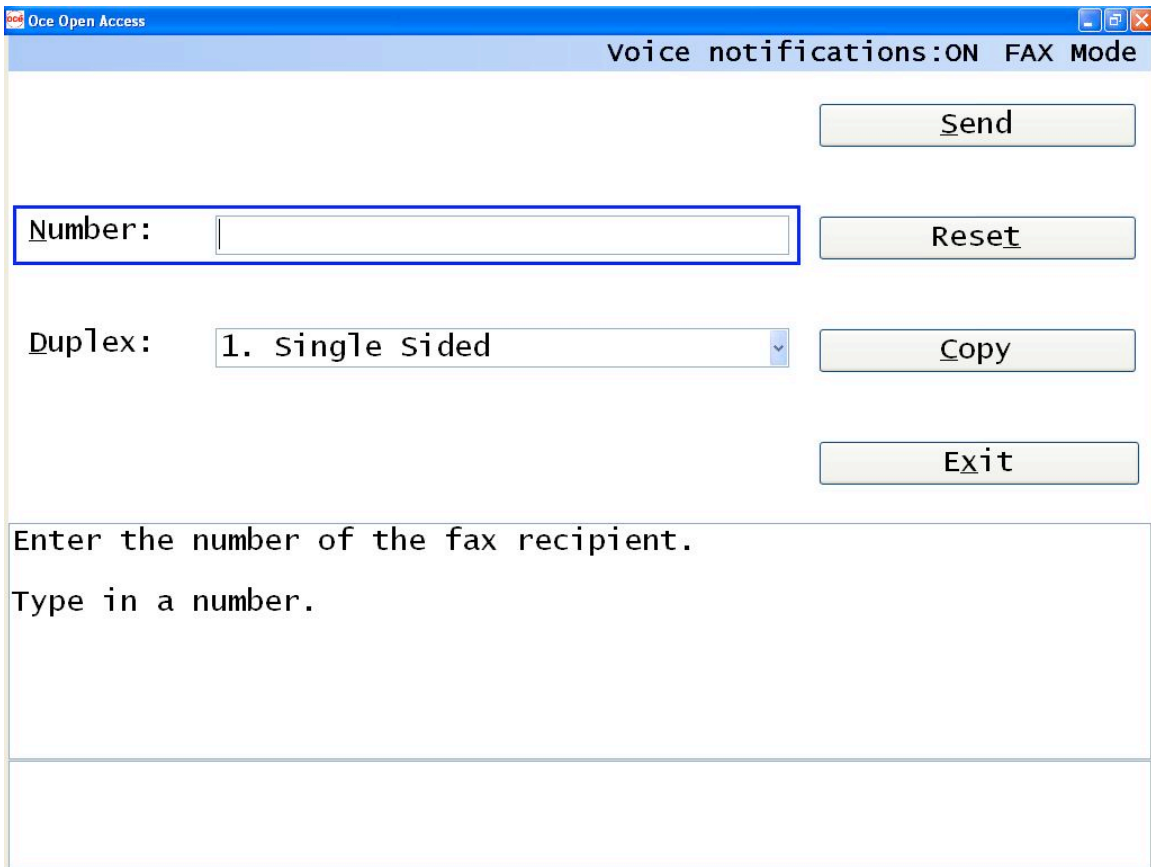
Enter the number of copies you wish to make.
Type in a number, or use the Up or Down arrow until you reach the desired number.

2. If no errors were made when identifying the parameters for the copy job, the user selects the “Copy” button from the interface (if errors were made, selecting the “Reset” button will restore all options back to their default value). Upon pressing this button a dialog box with “Copy” & “Cancel” selections will appear.

3. Before selecting “Copy” from the dialog box, the user should place the original documents (the documents that will be copied) into the automatic sheet feeder. The original document must be placed in the document in the proper orientation (most likely face down with the top of the document placed into the scanner’s feeder first). When the document is properly placed in the feeder, the user should select the “Copy” button.
4. The Open Access system will automatically control the scanner, create an electronic version of the original document and send that electronic version of the original to the selected copier-printer. Upon successful completion, all system parameters will reset to their original setting.

Note: Voice notifications can be toggled on/off from the main copy screen by clicking on the wording “Voice notifications”.

6.0 Sending a Fax (Fax Mode)



Océ Open Access

Voice notifications:ON FAX Mode

Send

Number:

Reset

Duplex: 1. Single Sided

Copy

Exit

Enter the number of the fax recipient.
Type in a number.

The “Fax” mode of Océ Open Access allows the user to send a “Fax”. To accomplish this task:

1. The user enters/selects the particular parameters for their fax job:

Number: the number of the fax recipient
Duplex: the number of sides with printing on the original document

2. If no errors were made when identifying the parameters for the fax job, select the “Send” button from the interface (if errors were made, selecting the “Reset” button will restore all options back to their default value). Upon pressing this button a dialog box with “Send” & “Cancel” options will appear.
3. Before selecting “Send” from the dialog box, the user should place the original documents (the documents that will be copied) into the automatic sheet feeder. The original document must be placed in the document in the proper orientation (most likely face down with the top of the document placed into the scanner’s feeder first). When the document is properly placed in the feeder, the user should select the “Send” button.
4. The Open Access system will automatically control the scanner, create an electronic version of the original document and fax that electronic version of the fax number of the recipient. Upon successful completion, all system parameters will reset to their original setting.

Note: Voice notifications can be toggled on/off from the main copy screen by clicking on the wording “Voice notifications”.

7.0 Receiving a Fax

Incoming faxes are handled by native Microsoft Windows functionality and functionality specific to the fax board/software installed in the host PC. The exact configuration depends on the features of the installed fax board in the host PC. In general, to regulate incoming faxes, from within Microsoft Windows – navigate the printer and Faxes section of Control Panel. Highlight the Fax machine and right-click to select properties. From within this dialog the appropriate user/systems administrator can determine the characteristics of how the fax board should react to incoming calls and on which Océ copier incoming faxes should be printed.

8.0 Cooperation with Accessibility Software

Open Access contains no specific scripting for accessibility software. It has been designed to work “out-of-the-box” with the majority of accessibility software. Suggestions for working with Dragon Naturally Speaking, JAWS and MAGic are included below:

8.1 Dragon Naturally Speaking

Open Access was tested with Dragon Naturally Speaking 9 Preferred. Each form control can be accessed and its value changed using voice commands. Please reference the Dragon Naturally Speaking manual (<http://support.nuance.com/userguides/default.asp>) for full description of the voice commands available for working with desktop applications.

Note:



- Test has found that activating “Numbers Mode” provides best the results when using Dragon Naturally Speaking on the Copy Mode and Fax Mode screens of Open Access. Specific fields and commands may work best with Numbers Mode off, actual results will depend on each user and the level of “speech training” in each user’s dictation file. It is suggested that each user first try Numbers Mode and spend time in training the system.
- By default, Dragon software appends value into the quantity box. In order to replace the current value with a new one, use the command “Select <current value> before saying the new quantity value.
- Saying the words “Quantity”, “Duplex”, “Staples”, “Paper Tray”, “Copy”, “Reset”, “Fax”, “Configuration” (for administrator use only) and “Exit” will move focus to the corresponding field/button in “Copy Mode”
- Saying the words “Number”, “Duplex”, “Send”, “Reset”, “Copy” and “Exit” will move focus to the corresponding field/button in “Fax Mode”
- The submenus for each field with numerous potential list selections have been prefixed with a number. This has been done to improve fidelity and to reduce the number of words required to navigate the system. The following are the suggested words to speak to select list selection from the applicable fields:

Copy Mode

Field	Suggested Number to Say	List Selection
Duplex	“1”	Single Sided to Single Sided
	“2”	Single Sided to Double Sided
	“3”	Double Sided to Single Sided
	“4”	Double Sided to Double Sided
Staples	“1”	No Staples
	“2”	Staples
Paper Tray	“1”	Tray 1
	“2”	Tray 2
	“3”	Tray 3
	“4”	Tray 4

Fax Mode

Field	Suggested Number to Say	List Selection
Duplex	“1”	Single Sided to Single Sided
	“2”	Single Sided to Double Sided
	“3”	Double Sided to Single Sided
	“4”	Double Sided to Double Sided

8.2 JAWS

The voice commands of JAWS may interfere with the built in voice notifications within Open Access. If this occurs, from the Configuration Dialog, disable voice notifications within Open Access.

8.3 MAGic

There are no identified issues with using Open Access with MAGic.

9.0 System Requirements

Océ VarioLink® 3622/4222/5022 VarioPrint® 1055/1065/1075 or im4511 or cm4010 copier-printer

(Network interface and connectivity required)

Open Access Software. English text to speech functionality included. (Spanish, French and German available*)

TWAIN Compatible Scanner

Automatic Sheet Feeder (required)

Duplex functionality (required for doubled sided originals)

Scan Size 8.5" x 11" (minimum) , 8.5" x 14" (recommended)

USB 2.0

Personal Computer

Processor	Celeron or Pentium – compatible CPU, 466MHz or better
Operating System	Microsoft Windows XP or Vista .Net 3.5 Application Framework XP Service Pack 3 or Vista Service Pack 1
Memory	128 MB of RAM or higher recommended
Hard Drive	30MB of available hard-disk space
Connectivity	Ethernet connectivity to the Océ copier, USB 2.0 56K V.92 compatible FAX card
Keyboard	Standard 101-keys
Sound	Sound card with speakers or headset
Input Device	Mouse (optional), microphone (optional)
Video	Video Card and Monitor with VGA or better resolution

Application Requirements

Adobe Acrobat Reader	Version 8 or higher
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Included Accessibility Features, include

Large Fonts	Text to Speech	High-Contrast Defaults
Voice Prompting	Logical Tab Order and Hotkey	Color Separation

Optional and Compatible Accessibility Software:

MAGic
JAWS
Narrator
Dragon Naturally Speaking

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