



Ricoh Americas Corporation
5 Dedrick Place
West Caldwell, NJ 07006

UPS Store Customer Training Checklist

PPSE Fiery Training



Company Name:

Address:

City, State Zip:

UPS Store #:

Owner/Manager:

Key Operator 1:

Email:

Phone:

Key Operator 2:

Email:

Engine Type:

Serial Number:

Fiery Type:

Serial Number:

Standard Key Operator Training

Completed
Yes N/A

Introduction & Overview:

<input type="checkbox"/>	<input type="checkbox"/>	Print Engine User Guides Onsite
<input type="checkbox"/>	<input type="checkbox"/>	Machine Overview
<input type="checkbox"/>	<input type="checkbox"/>	Power Up / Down Sequence
<input type="checkbox"/>	<input type="checkbox"/>	Intro to Fiery Controller Interface
<input type="checkbox"/>	<input type="checkbox"/>	Fiery User Documentation Onsite

Command Workstation:

<input type="checkbox"/>	<input type="checkbox"/>	CWS Navigation & Overview
<input type="checkbox"/>	<input type="checkbox"/>	Importing Jobs in CWS
<input type="checkbox"/>	<input type="checkbox"/>	Registering Paper into Trays
<input type="checkbox"/>	<input type="checkbox"/>	Device Center Overview
<input type="checkbox"/>	<input type="checkbox"/>	Create and Manage Color Calibration
<input type="checkbox"/>	<input type="checkbox"/>	Job Properties/Job Ticket Overview
<input type="checkbox"/>	<input type="checkbox"/>	Job Log, Job Mgmt, Clear Server
<input type="checkbox"/>	<input type="checkbox"/>	Archiving Print Jobs

Color Printing & Color Management:

<input type="checkbox"/>	<input type="checkbox"/>	Color Calibration Workflow Setup
<input type="checkbox"/>	<input type="checkbox"/>	Color Management UI Overview
<input type="checkbox"/>	<input type="checkbox"/>	Color Profiles (Output & Source)
<input type="checkbox"/>	<input type="checkbox"/>	Spot Color Workflows
<input type="checkbox"/>	<input type="checkbox"/>	Color Substitution Workflow
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Calibration ES-2000
<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Calibration ColorCal

Miscellaneous:

<input type="checkbox"/>	<input type="checkbox"/>	Shut Down System & Restart
<input type="checkbox"/>	<input type="checkbox"/>	Service Sticker Placed on Machine
<input type="checkbox"/>	<input type="checkbox"/>	Service Call Procedure Explained

Document Composition:

<input type="checkbox"/>	<input type="checkbox"/>	Booklets
<input type="checkbox"/>	<input type="checkbox"/>	Envelopes
<input type="checkbox"/>	<input type="checkbox"/>	Merging Files
<input type="checkbox"/>	<input type="checkbox"/>	Tab Workflow
<input type="checkbox"/>	<input type="checkbox"/>	Print Driver Workflow

Advanced Training & Tutorials

Completed
Yes N/A

Optional Application Software:

<input type="checkbox"/>	<input type="checkbox"/>	Acrobat Installed
<input type="checkbox"/>	<input type="checkbox"/>	Graphic Arts Premium Enabled
<input type="checkbox"/>	<input type="checkbox"/>	Impose License Enabled
<input type="checkbox"/>	<input type="checkbox"/>	Compose License Enabled
<input type="checkbox"/>	<input type="checkbox"/>	Color Profiler Suite Installed

Imposition:

<input type="checkbox"/>	<input type="checkbox"/>	Impose Booklets
<input type="checkbox"/>	<input type="checkbox"/>	Impose Business Cards
<input type="checkbox"/>	<input type="checkbox"/>	Impose Calendar Booklet
<input type="checkbox"/>	<input type="checkbox"/>	Impose with User Defined Workflow

Graphic Arts / Color Management:

<input type="checkbox"/>	<input type="checkbox"/>	Image Enhance Visual Editor
<input type="checkbox"/>	<input type="checkbox"/>	Manage Spot Colors w/Profiles
<input type="checkbox"/>	<input type="checkbox"/>	Optimize Color Quality

Variable Data Printing:

<input type="checkbox"/>	<input type="checkbox"/>	Using Enhanced Freeform
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EFI Color Profiler Suite v4:

<input type="checkbox"/>	<input type="checkbox"/>	Create Monitor Profiles
<input type="checkbox"/>	<input type="checkbox"/>	Create Printer Profiles
<input type="checkbox"/>	<input type="checkbox"/>	Print to an Industry Standard
<input type="checkbox"/>	<input type="checkbox"/>	Simulate Color of another device

Graphic Arts Premium/Productivity Pkg:

<input type="checkbox"/>	<input type="checkbox"/>	Merge Multiple JPEG files
<input type="checkbox"/>	<input type="checkbox"/>	Preflight / Postflight
<input type="checkbox"/>	<input type="checkbox"/>	Control Bar
<input type="checkbox"/>	<input type="checkbox"/>	Trapping - Progressives
<input type="checkbox"/>	<input type="checkbox"/>	Fiery ImageViewer Overview

Additional Items Covered Not Listed:

<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

Additional Customer Resources

Resource	Contact	Notes
Ricoh USA Website	http://www.ricoh-usa.com/support	Documentation/Drivers
EFI How To Site	http://w3.efi.com/Fiery/Products/CWS5/Demos/How-To/Guides	Training Tutorial Downloads
Technical Support Solutions Center	(888) 424 - 1573 (option 1 & option 3)	Placing Service Calls & Help Desk Support
Fiery User Manuals	https://services.efi.com/support/vfigs/7895638634/	Documentation Download Site
Fiery elearning	http://w3.efi.com/services/fiery-educational-services/fiery-elearning	Additional Fiery-based Training

Training Checklist Workflow

This form identifies the various components covered in a Fiery-based customer training. Although some of these items on the form may not apply to your model or configuration, the form is designed to work with various models and options within the UPS program.

The PPSE customer training will consist of three (3) hours onsite to cover the Fiery components listed on the form. Which specific items are covered, will be determined by equipment configuration, customer experience, and typical workflows for that location. How many items covered will vary, based on how much time will be allocated to each respective topic.

The form is completed interactively, saved and uploaded OR printed on paper, completed, scanned and uploaded. In either case, the final PDF should be named SERIAL NUMBER.PDF to upload. A customer signature is required to acknowledge the completion of the training.

Notes / follow up items:

Date: Total Training Hours:

PPSE: Signed By:

Customer: Signed By: