SOP Reference #: PM008

Operation/Task:	Docutech			Equipment:	Konica Bizhub 1250P /10 saddlestitch /9 perfect bind
Owner:	Premedia Manager	Date Prepared: Revision History:	9/5/18 See last page	Department:	Premedia / Preflight

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents the processes to send non-variable files to the Konica

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		**Prep art file for printing** Review all written information to ensure information requirements have been captured and clearly identified before starting the project.	For reruns: • Copy previous PDF from premedia server and save to new job # on premedia server • Run a laser and place in job jacket For new jobs: • ☑ Convert any type to solid black • Save to a hi-res PDF to premedia server and name the file with the job# • Run a laser and place in job jacket NOTE: ALL changes made to files is to be done on the files saved to the premedia server, not the Docutech volume.	Whatever printed last time should print again this time. All printed files should be kept on the premedia server For better print quality So that the print operators have a sample of what it looks like This ensures that for reruns, the correct files are being printed.
2		**Impose file for print**	• If job is smaller than the sheet it is printing on, center on sheet and include crop marks. • If printing more than 1-up, impose PDF using Prinergy Workshop	It will need to be cut after printing so crops are needed. This could save on paper and should be done if possible
3		**Provide PDF**	• Email 1-up PDF to Client Services • Place 1-up or imposed PDF on the Docutech volume.	To provide to client for approval Docutech operators do not have access to the premedia server

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Scott Andres	9/18
Rev 2	Updated gray header bar, change owner to Premedia Manager	Cristi Oakvik	3/21