

# BGS Print Shop – Printing Overview

## General Information

- All staff have a signed statements on file regarding protecting the confidentiality of IRS Federal Taxpayer Information
- 100% digital printing – 1200x 1200 dpi

## Publication Printing Overview

### **Job Receipt and Management**

- Hardcopy or electronic files are received for processing
- Each job is logged into the Print Shop Database for tracking and job management
  - The database generates a Daily Production Board that drives the workflow in place for daily Publication Printing.

### **Setup** – perform job setup as necessary

- Communications with customer to answer any questions
- Forms numbering
- Merge data
- Create layout to facilitate printing or finishing
- Coordinate print/mail options with the Postal Center
  - Print/mail batch process in place to track pieces
- Coordinate any outside services that might be needed
  - Envelope printing
  - Offset press pieces
  - Orders placed for special paper, binders, covers, etc.
- Create PDF for customer to approve

### **Xerox FreeFlow** - software portal for all publication printing, both color and monochrome.

- Allows for image editing (add text, page numbers, and tabs, adjust placement), and applying print properties (paper type, size, color, duplex/simplex, quantities, etc.)
- Hardcopy masters are scanned into the software and appropriate image editing and print properties are applied.
- Electronic files are opened in this software and image editing and print properties are applied.
- Converts image to a DocUSB compatible print file (RDO file).

### **Printing**

- Send to DOC for printing- 144 and 120 pages per minute

- On-line finishing and binding as applicable
  - Collating
  - Insert tabs
  - Stapling
  - Tape bind up to 175 pages on-line (also have offline tape binding options)
  
- Workflow supports Print-on-Demand processes
  - We hold forms masters for Courts and DCF – district and central offices order the quantities they need, when they actually need them – avoids having to recycle or landfill outdated forms
    - Carbonless Bond Forms
    - Orders are placed via e-mail or custom POD order form

### **Color Printing**

- Standard size color printing is essentially the same process – Job is logged in/Setup work done/FreeFlow setup/Send to printer – 70 pages per minute

### **Poster Printing**

- Typically moves from setup directly to poster printer
- Laminating and foam core mounting options available

### **Finishing Options**

- Collating
- Folding – letter, Z, half, double parallel, custom hand folding
- Inserting – see details below
- Stapling – one left or right, two left or right, saddle
- Coil bind – up to 275 pages (variety of sizes and colors available)
- Numbering – sequential
- Tape bind – up to 125 pages (black – colors available by special order)
- Tabbing
- Punching - 1-hole, 2-hole, 3-hole, 5-hole, and custom
- Cutting
- Laminating – up to 40”
- Foam Core Mounting – up to 2’ x 3’ (up to 40” wide available by special order)
- Banding and packaging
- Pressure sealing – see details below

**Insertter** – up to 7,500 per hour with ultrasonic double sheet detection

- Six inserting stations including 1 steam feeder for small booklets
- Insert station can accommodate up to 8 pages plus a card or Business Reply envelope

- #10 and 6x9 mailings up to 1 oz same mailing rate
- JETVision line scan imaging technology provides advanced quality and integrity control.
- Buskro inkjet envelope printer to print return addresses and/or variable addressee information
- Seal permit mailings to facilitate processing for Postal

**Sealer** – up to 19,000 per hour

- DMV registration and license renewals
- DCF checks

**Standard** – pre-collated booklet processing (fold, staple, and trim)

- Used primarily for Legislative Printing (we’ve had the contract for over 10 years now – up to 14 page booklets)

**Bourg** –booklet processing (collate, fold, staple and trim)

- Collate, fold, staple, and trim up to 17 page booklets

**Cutter** - cuts 500 or more sheets at a time

- Padding

**Final steps**

- Once printing and finishing are complete, job is packaged for shipment
  - Desktop delivery by Postal Center to Montpelier and Waterbury complexes
  - Shipment via FedEx
  - Pickup by customer
- Final step for every job - QC check on each requisition as billing is generated from export file from our database to VISION
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**Convenience Copier Program**

Similar to the ERF fund (Equipment Revolving Fund – per Bulletin 7.14) this program offers an opportunity for state agencies and departments to spread the cost of purchasing a copier over 3-years. As with the ERF fund there is fee to cover costs of administering the program – see formula and sample below.

Formula:

Contract cost of copier x .031 (3.1%) = monthly payment x 36 months = total cost to agency/department

Sample:

\$5,000.00 x .031 = \$155.00 per month x 36 months = \$5,580.00

## Transactional Printing Overview

**Lytrod Desktop Designer** - software application used to design forms associated with transactional data printing. In addition to creating the actual form this program generates the VIPP compatible resources (static form text, logo, barcodes, signatures, etc.) that match to the variable data received from the main frame.

**Planet Press Suite** – Successor to Lytrod Desktop Designer - Software application used to design forms associated with transactional data printing and generating print ready .pdfs. Can work with almost any type of data or document. Built-in emulations include ASCII & Line printer data, CSV, Database, Channel Skip, PDF and XML. Once PlanetPress Suite receives the data or document, it can be used to drive the document content, distribution and workflow dynamically.

### • **Processing Overview**

- Receive change request from customer
- Create a working copy of form using title and request date
- Copy actual form to “Master Folder” with date moved
- Edit working copy of form
- Send electronic pre-proof for approval
- Receive approval on edits back from customer
- Test on one machine using test data
- Send hard-copy proof to customer for approval
- Receive approval on hard-copy sample run
- Download updated resources to each printer and ASE server
- Add or update ini file if necessary (ie: new file name)
- Run test on each printer
- Notify operators of new or updated form via e-mail
- File approved hard-copy and test results for each printer in appropriate file

**Solimar** – server that functions as a print manager for all incoming mainframe data

- Converts EBCDIC data from the mainframe to ASCII for print processing
- Based on printer overrides within the main frame file received, this program appends the data with the correct .ini file and appends the file name with the appropriate printer queue. Though the use of hot folders (and directional logic), the .ini file merges the data with the correct Lytrod VIPP resources (including the form). The printer queue provides print instructions including paper size, duplex/simplex, image adjustment, etc.

**ASE Technologies Server** - virtual server that functions as a print manager and director for all transactional print jobs, allowing us to manage and direct jobs to the appropriate print queues.

- Acts as a pass through for all direct-to-print transactional data jobs which are the jobs received via LAN (Local Area Network) directly from departments. These jobs are all received in a PDF format
- Applies the Lytrod VIPP compatible resources to the variable data from the mainframe so that we can generate a PDF for proof and reprint purposes.