

Océ Plan Center Online Service

Quick reference guide

Overview

Océ Plan Center software is a digital plan room system which requires a user name and password. You must have received and accepted an e-mail invitation to a plan room from your Océ Plan Center Authorized Host or plan room administrator. With assigned administrative rights, you can publish documents into a plan room, view documents, and place online print orders with your Authorized Host.

Getting started

Start Microsoft Internet Explorer (5.0 or higher) and enter www.oceplancenter.com. Log in with your user name and

password. If you have already accepted an e-mail invitation to a plan room, you will enter automatically. If you do not have a user name and password, click Register Now. Once you have completed the registration, browse to the product page and follow the instructions to request a digital plan room.

Technical support

Contact your Océ Plan Center Authorized Host for assistance, or visit www.oceplancenter.com.



Key

- 1 **Tree View**—Your location in the Océ Plan Center container structure.
- 2 **Properties**—Select a level in the container structure and click Properties to see general information about the container.
- 3 **Discipline Tabs**—Groups of documents based on trade.
- 4 **Online Help**—Click to view detailed procedures for accomplishing tasks.
- 5 **Document View**—Drag and drop documents to change the print sequence.

- 6 **Preview**—Double-click a thumbnail image to see a full-screen preview and zoom in on drawing details.

- 7 **Sheet Information**—Name, description, and last modified date.

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Redlined
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stamped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Digital source
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full LDF

Note: Functionality is subject to user's assigned administrative rights.

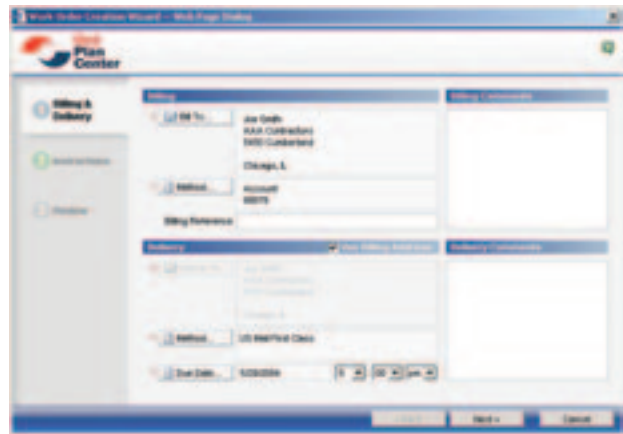


Ordering prints from Océ Plan Center

- 1) Select thumbnail images in the document view, or click Select/Deselect to select all.
- 2) Click Add/Remove From Cart, and then click Checkout. This opens the Work Order Creation Wizard.
- 3) Complete the required fields in the Order Form. When you have completed the order, click submit.
- 4) Print the Order Receipt for your records.

Order follow-up

You will receive an e-mail confirmation with your order details. Your Océ Plan Center Authorized Host will receive and process your order according to your work order instructions. If you have any questions about your order, contact your Authorized Host directly.



Order pad dialog

Online service tips and techniques

- Your user permissions are predetermined by the administrative rights assigned to you by the person who originally sent you the Océ Plan Center e-mail invitation. Permission levels include Document Buyer, Publisher, Manager and Owner.
- You can download free Océ Client Tools from the Web (www.oceplancenter.com). This application allows you to publish files to a digital plan room directly from AutoCAD® software and Windows®-compatible applications.
- You can create, rename or delete discipline tabs using the Edit Disciplines button, and you can move drawings between disciplines using the Move to Discipline button. New disciplines can also be created at the time of publishing.
- Drawings are displayed in their print sequence, and you can change the sequence by dragging-and-dropping thumbnail images. You can also select and edit the sheet names and descriptions below the thumbnails or in the preview dialog.
- You can generate and print Océ Plan Center utilization reports by clicking the Reports button. You can also export the report data for use in a spreadsheet or accounting application.
- Océ Plan Center Owners and Managers can add or delete other users to a specific digital plan room by clicking the Users button. User permissions can be assigned, and invitation e-mail messages can be generated and sent.

Océ is a leading supplier of digital document management and delivery technology. The company's solutions are based on Océ's advanced software applications that deliver documents and data over internal networks and the Internet to printing devices and archives—locally and around the world. Supporting the workflow solutions are Océ digital printers and scanners, considered the most reliable and productive in the world. Océ also offers a wide range of consulting and outsourcing solutions.



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