

Configuring

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Defining a workflow to print to a Passthrough Printer

You can define a workflow that accepts a print job in PDF or PostScript format and sends it to a Passthrough printer.

To define a workflow to print to a Passthrough printer:

1. Click the **Workflow** tab.
2. Right-click the **PDF** workflow and select **Copy**.
3. Name the copy of the workflow, fill in or edit other values that you need, and click **Continue**.
4. If the new workflow does not process PDF jobs, right-click the **CreatePageRanges** step, and select **Delete**.
Do not delete this step if the new workflow processes PDF jobs. It is needed to reprint a range of pages in PDF jobs.
5. Connect the **RunExternalProgram** step to the **PrintJobs** step.
6. Right-click the **PrintJobs** step, and select **Properties**.
7. In the **Scheduling** tab, change the values of the **Binding**, **Fold options**, **Requested location**, **Media**, **Output bin**, **Punch**, and **Staple** properties to match the scheduling properties of the Passthrough printer that you want to print on. If you have the AFP Support feature installed, change the values of the **Job class**, **Job form**, and **Job destination** properties as well. Other scheduling properties may be defined in a configuration file.
8. If the workflow processes PDF files and the value of the **Create .zip file** property for the hot folder that assigns jobs to this workflow is set to **Yes**, add a step based on the **BuildPDFFromZIP** step template to the workflow before the first step that expects PDF input (for example, **CreatePageRanges** or **PrintJobs**).
9. Click **OK**.
10. Save the workflow.

Parent topic: [Workflows for printing](#).