



CentreWareTM

**PRINT AND FAX DRIVERS GUIDE
FOR MICROSOFT WINDOWS**

*Installing and Using
Printer Drivers*



Release 5.40

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Introducing CentreWare Printer Drivers for Microsoft Windows

Printer drivers are software programs that enable a printer to work with an operating system. The driver interfaces with the printer and operating system software by sending commands which perform printing tasks. This documentation discusses the CentreWare Printer Drivers for the Document Centre family of products that run in Microsoft Windows environments.

Integrated fax capabilities vary with each Document Centre Model. Not all Xerox printers support both network printing and LAN fax submitted from the desktop. Check your product specific literature for more details. Other network fax options can be configured with different models, using third-party software applications.

NOTE: For CentreWare support of new releases of Microsoft Windows products, visit www.xerox.com on the web for more information.

What's in this chapter:

- *What's New in this Release?* vi
- *Printer Driver Overview* vi
- *Document Centre PPD Files* ix
- *CentreWare Printer Driver Applications* x
- *Printer Driver Documentation* xi
- *CentreWare Printer Driver Support* xii

What's New in this Release?

The CentreWare 5.40 release of the Document Centre printer drivers, supports the following new features and hardware:

- Document Centre models 555/545/535
- Finisher options
- Bi-Directional printer drivers
- 98 USB printer drivers
- PCL 6 (XL) printer drivers

NOTE: Print and fax drivers for Document Centres previous to the 500 model series are not included on the CentreWare Print and Fax Drivers CD, but are available on the Xerox Web site. See *Internet Support* on page xii for the Xerox Web site link.

Printer Driver Overview

A printer driver enables documents created with specialized software applications (word processing, spreadsheets, graphics) to be compatible with a specific printer. Each type of printer may require unique commands to print correctly and to enable special features. For these reasons, different types of printers require their own printer drivers to operate correctly.

CentreWare printer drivers enable printing from a workstation to a Document Centre in a network environment. The CentreWare drivers contain a variety of feature options which enable you to customize your print jobs.

CentreWare Printer Drivers

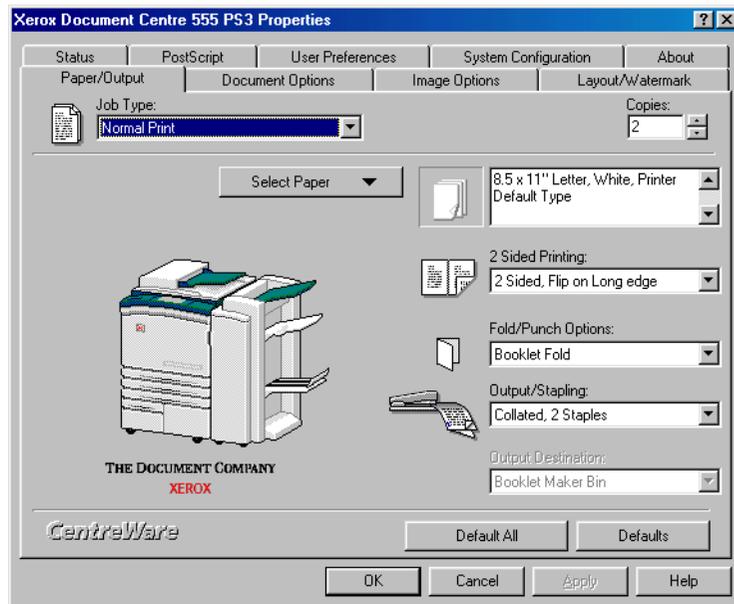
There are two kinds of CentreWare printer drivers:

- Enhanced or custom (folders containing *_enhanced* extension)
- Standard or mini (folders containing *_standard* extension)

The CentreWare printer drivers are available in PostScript 3, PCL 5e, and PCL 6 (XL) printing formats.

Enhanced Driver

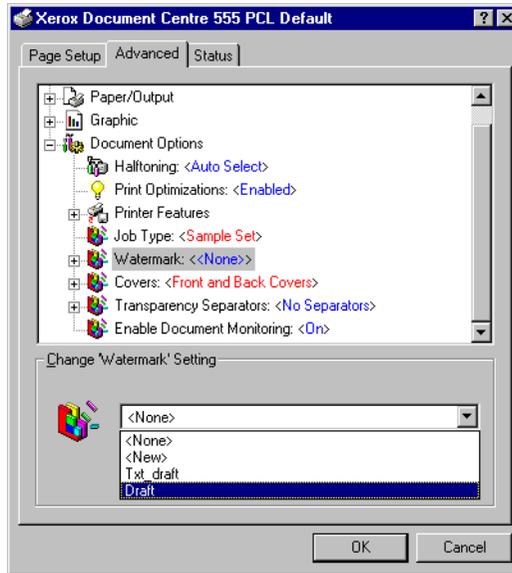
Enhanced printer drivers are drivers whose options are displayed on tabs within the driver. These printer drivers are designed specifically for Xerox products, and they offer some advanced features that are not available in the standard printer drivers. CentreWare enhanced drivers are available for Windows 95/98/Me/NT/2000/XP workstations.



Enhanced Printer Driver

Standard Driver

Standard printer drivers conform to the Microsoft Windows driver standards. The options are displayed in tree form, which is generic across many software products. These CentreWare printer drivers are available for Windows NT 4.0, Windows 2000, and XP workstations.



Standard Printer Driver

PostScript

PostScript gives you greater ability to scale and manipulate images; it offers more precision with high-end graphics. PostScript also provides you with different types of error-handling and font substitution options.

PCL

PCL (Printer Command Language) generally has fewer advanced features than PostScript. However, using PCL enables you to process most jobs faster.

Document Centre PPD Files

A PostScript Printer Description file (PPD) is a readable text file that provides a uniform approach to specifying special features for printer drivers that interpret PostScript.

Xerox provides PostScript 3 PPDs for all of the Document Centre models. They are automatically installed simultaneously with the printer driver.

Two different PPD files are provided for the Document Centres:

- Generic PPD (PS/3) for standard DC 555/545/535
- DocuTech PPD (PS/3) for DC 555/545/535

DocuTech 135 Print Emulation PPD

For Document Centres 555/545/535, a PPD is provided that enables DocuTech 135 print emulation. This PPD automatically adjusts various print quality and layout settings, such as halftone screen (85 dpi at 45 degrees), margins (none), and resolution (600x600x1), to provide print quality and page layout that is similar to a Xerox DocuTech 135 Networked and Production Publisher system.

CentreWare Printer Driver Applications

The following applications are included with the CentreWare printer drivers:

- TIFF Submission Tool
- Font Management Utility
- Port Monitor

TIFF Submission Tool

The TIFF Submission Tool enables users to submit TIFF (Tagged Image File Format) files directly to a Document Centre for printing. TIFF files print faster when they are sent to the Document Centre in this format.

NOTE: A TIFF interpreter on your Document Centre is required for this tool.

See *Installing and Using the TIFF Submission Tool* on page 6-1 for more information.

Font Management Utility

The Font Management Utility is a tool used for managing fonts and printer lists. Using the utility, fonts may be viewed, printed, downloaded to printers, or exported to a file. Printers can be added or deleted from a printer list, which is used for adding and deleting fonts from one or multiple printers.

See *Installing and Using the Font Management Utility* on page 4-1 for more information.

TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare printer drivers and for printing in Windows using LPR or Port 9100.

See *Installing and Using the Xerox TCP/IP Port Monitor* on page 5-1 for more information.

Printer Driver Documentation

CentreWare Print and Fax Drivers Guide for Windows

This guide is intended for administrators who install and configure CentreWare Printer drivers. The guide also contains information, focused for general users, on printing and faxing options available with the drivers.

The CentreWare Print and Fax Drivers Guide is available on the CentreWare Print and Fax Drivers CD in electronic (PDF) format.

An English version of the Adobe Acrobat Reader is provided on the CentreWare Print and Fax Drivers CD. This works on most workstations running a non-English version of Windows, except Windows 2000. You can download a reader for other languages from Adobe at www.adobe.com/products/acrobat/readstep2.html.

Help

Help is available for the CentreWare Printer Drivers through Help buttons and *What's This?* context sensitive help. Included are feature descriptions, step-by-step procedures, Document Centre information, problem solving information, and support information.

CentreWare Printer Driver Support

Internet Support

Visit Xerox on the Internet at www.Xerox.com. The Web site contains Document Centre product information, product overviews and support, and the latest information about CentreWare Printer Driver releases.

DC Tips

Additional tips and technical information for printer drivers are available at the Xerox Web site by locating your product and accessing the **DC Tips** link. Document Centre Family Tips (DC Tips) cover specific topics concerning Document Centre operation and configuration which may require special procedures or application notes.

Telephone Support

For additional assistance, you may contact the Xerox Welcome Center by telephone to speak with a Product Support Analyst. Locate your Document Centre serial number, and record it in the space below before you make your call.

Document Centre Serial Number:

The Xerox Welcome Center telephone numbers are listed in the following table. If the Welcome Center telephone number for your country is not listed, it will be provided to you when your Document Centre is installed. For future reference, please record the telephone number in the space provided below.

Welcome Center Telephone Numbers:	
UNITED STATES	800-821-2797
CANADA	800-939-3769 (800-93-XEROX)



Before Installing

Reading this background information about printer drivers and the types of connections between your workstation and printer will aid your choices during the installation process.

What's in this chapter:

- *Installation Options Using the Xerox Printer Installer* 1-2
- *Point and Print Connection* 1-3
- *Obtaining CentreWare Print and Fax Drivers* 1-4
- *Downloading from the Web* 1-5
- *Installing from a Server* 1-5

Installation Options Using the Xerox Printer Installer

You have the option of using the Xerox Printer Installer or the Windows Add Printer Wizard to set up and install your printer drivers.

By using the Xerox Printer Installer you can install multiple components at the same time, such as printer drivers, PPDs, user documentation, and the Port Monitor utility.

The Xerox Printer Installer leads you through the steps to set up and install the type of printer driver and the components you want for your Document Centre. You may choose from three types of installation:

- Custom—Users who want to make their own selection of PCL or PostScript drivers and components to install, or who want to change the default locations of some software components, should choose this option.
- Easy—Most users will find this installation the best choice. This option installs a PostScript printer driver and PPDs for your operating environment, the Port Monitor utility (when you choose a network (peer-to-peer) connection for your printer), User Guide, and Readme.
- Minimal—Users who only want to install a PostScript printer driver for their operating environment should choose this type of installation.

When you are installing from the CentreWare Print & Fax Drivers CD, the AutoRun program provides two Xerox Printer Installers: Install Your Windows 9x/Me Xerox Printer and Install Your Windows NT/2000/XP Xerox Printer.

The Windows Add Printer Wizard leads you through a process to set up and install your printer and printer driver. The installation procedures for each environment typically follow the standard installation process for each operating system.

Point and Print Connection

Microsoft Point and Print enables Windows clients to connect to a remote printer without performing an installation procedure on each client workstation after the printer installation has been performed on the server. The configuration information and files are downloaded from the server to the client automatically.

NOTE: This procedure assumes that a Document Centre on a network server has been installed/upgraded with the appropriate CentreWare printer driver prior to performing Point and Print.

► To perform Point and Print:

- 1 At the client workstation, access the desired network Document Centre through **Network Neighborhood** (Win 95/98/NT) or **My Network Places** (Me/Win 2000/XP). Browse to your printer.
- 2 Double-click the Document Centre icon. At the prompt, select to install the printer driver. The Add Printer Wizard opens.
–Or–
Click the Document Centre icon. Drag and drop the printer icon on the Printers folder. The Add Printer Wizard opens.
- 3 Follow the Add Printer Wizard instructions.

The appropriate files for the selected Document Centre download to the client workstation.

Obtaining CentreWare Print and Fax Drivers

The following table shows the Document Centre models supported in this release of CentreWare and the printer drivers that are available for Windows 95/98/Me/NT/Windows 2000 and XP environments.

CentreWare Printer Drivers (Windows 95/98/Me/NT/ 2000/XP)	Document Centre (DC) Models	Location
PostScript 3	DC 555/545/535	CD/Web
PCL 5e	DC 555/545/535	CD/Web
PCL 6 (XL)	DC 555/545/535	Web

Table 1-1: CentreWare Printer Drivers for Xerox Document Centres

CentreWare Print and Fax Drivers CD

The installation files for the Document Centre 555/545/535 PostScript and PCL 5e printer drivers are available on the Xerox CentreWare 5.40 Print and Fax Drivers CD.

For updates and additional information check the Xerox Web site at www.Xerox.com.

Downloading from the Web

Document Centre printer drivers can be downloaded from the Xerox Web site at www.Xerox.com. The installation files for all Document Centre models are available from the Web site.

► To download printer drivers:

- 1 Access the Xerox Web site and click the **Drivers** link.
- 2 Select your Document Centre model from the Product drop-down list.
- 3 Select the desired Operating System (Windows) and Language for the printer driver.
- 4 Click **Go**.
- 5 After the printer driver is downloaded, follow the instructions for installing or upgrading which are presented in this chapter.

Installing from a Server

Your site may have a directory on a server that contains print and fax drivers. Check with your Network or System Administrator for details and specific instructions that pertain to your network environment.



Installing Windows Printer Drivers

The CentreWare printer drivers support the special features and functions of Xerox Document Centres, enabling fast, efficient printing from your desktop. Installation instructions for all current Windows environments are provided in this chapter.

What's in this chapter:

- *Workstation Requirements* 2-2
- *Network Print Configurations* 2-2
- *Installing Printer Drivers* 2-3
- *Configuring Printer Drivers* 2-9
- *Bi-Directional Printer Drivers* 2-11
- *Windows Printer Driver Table* 2-12
- *Uninstalling the Xerox Printer Installer* 2-13
- *Uninstalling Windows Printer Drivers* 2-14

Workstation Requirements

The minimum hardware requirements for the CentreWare printer drivers vary based on the specific printer driver you are installing. At the most, you will need 2.5 MB of available hard disk space for any of the CentreWare Windows printer drivers.

Network Print Configurations

Client/Server

In Client/Server environments, a printer driver is installed on a server and shared with other servers and workstations on the network. The printer driver is downloaded to the workstation from the server. In this network setup, only a Network Administrator can maintain the printer defaults and configuration.

NOTE: Client/Server First-time Installations: Windows NT 4.0 standard printer drivers can be installed and share a print queue in Windows 2000, but not Windows NT enhanced drivers. Conflicts will occur if you share a queue between Windows NT enhanced drivers and Windows 2000 drivers. Select Custom Setup to choose the appropriate driver.

Client-Direct-to-Printer

In Client-Direct-to-Printer environments, a printer driver is installed on a workstation that is connected to a printer. The printer driver resides only on the workstation. In this network setup, workstation users maintain their own printer defaults and configurations, allowing different printer settings for each user.

Installing Printer Drivers

Use this procedure for installing printer drivers and other components in 9x/Me and NT/2000/XP environments.



Read this information before installing your printer drivers:

Reading this background information about printer drivers and the types of connections between your workstation and printer will aid your choices during the installation process. See *Before Installing* on page 1-1.

NOTE: If you are installing a PCL 6 printer driver, a 98 USB printer driver, or a Windows 2000/XP (Enhanced) printer driver, use the Microsoft Add Printer Wizard. See the table on page 2-12 for the 98 USB and Windows 2000/XP printer driver file names and locations on the CentreWare Print and Fax Drivers CD. PCL 6 printer drivers are available from the Xerox Web site at www.Xerox.com.

► To install the Windows printer drivers:

- 1 If you are installing from the CD, the CentreWare AutoRun program opens when you insert the CD. Click **Print & Fax Drivers**, then either **Install Your Windows 9x/Me Xerox Printer** or **Install your Windows NT/2000/XP Xerox Printer**. The procedures are the same for both.

NOTE: If you are not installing from the CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive. Complete the wizard for your Windows environment.

- 2 When the Xerox License Agreement dialog appears, click **Yes** to continue. The Setup dialog appears.

- 3 Click the type of Setup you prefer, then click **Next**.

NOTE: Client/Server First-time Installations: Windows NT 4.0 standard printer drivers can be installed and share a print queue in Windows 2000, but not Windows NT enhanced drivers. Conflicts will occur if you share a queue between Windows NT enhanced drivers and Windows 2000 drivers. Select Custom Setup to choose the appropriate driver.

- a) If you chose Custom, a Choose Destination Location dialog opens. This dialog appears only for the first installation. Subsequent component installations place files in the destination folder chosen at the first installation.
- b) Click **Next**. The Select Components dialog opens. Figure 2-1.
- c) Deselect the components you do not want to install. Click **Next**.

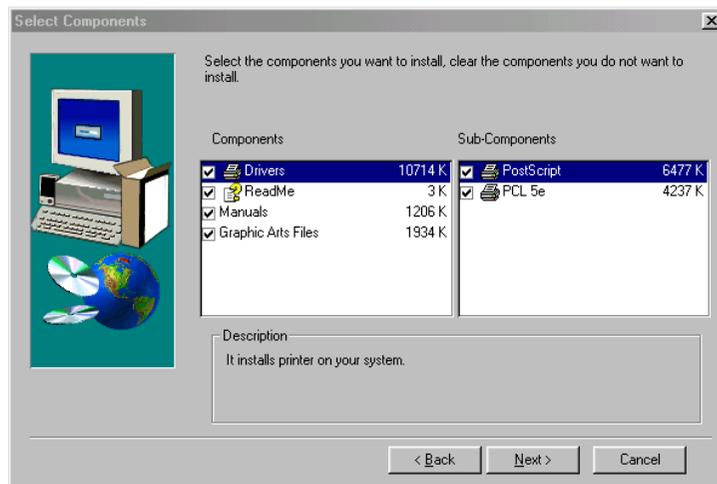


Figure 2-1: Select Components Dialog

- 4 Select your Document Centre printer model. Click **Next**. The Choose Connection Type dialog appears.

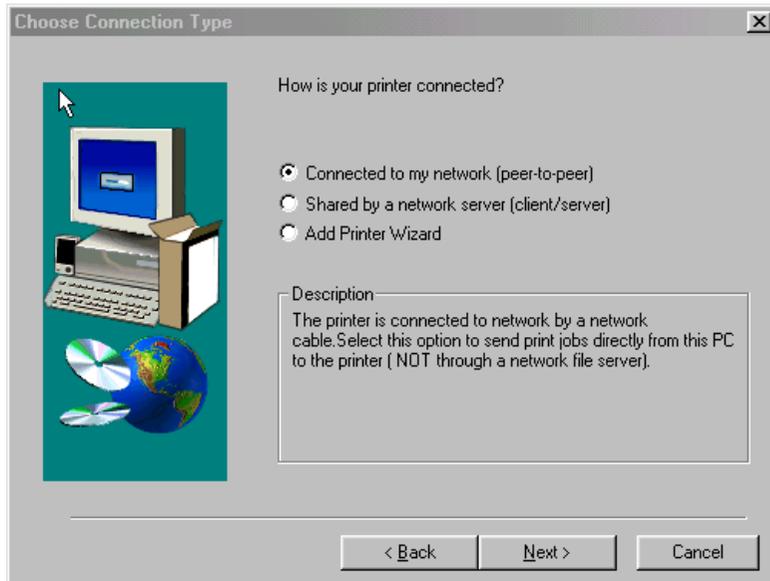


Figure 2-2: Choose Connection Type Dialog

- 5 Choose the type of connection you have to your printer, then click **Next**.
 - If you chose **Connected to my network (peer-to-peer)**, the Discovery dialog appears. Figure 2-3 on page 2-6.
 - If you chose **Shared by a network server (client/server)**, the Network Connection dialog appears. Type the network path or browse to the printer. Click **Next**. The **Printer(s)** dialog appears. Figure 2-4 on page 2-7.
 - If you chose **Add Printer Wizard**, the Microsoft Add Printer Wizard opens. Follow the Add Printer Wizard procedures to finish your installation.

The Discovery dialog lists all the printers of your model on your local network. You may enter other subnets to add to your list of printers.

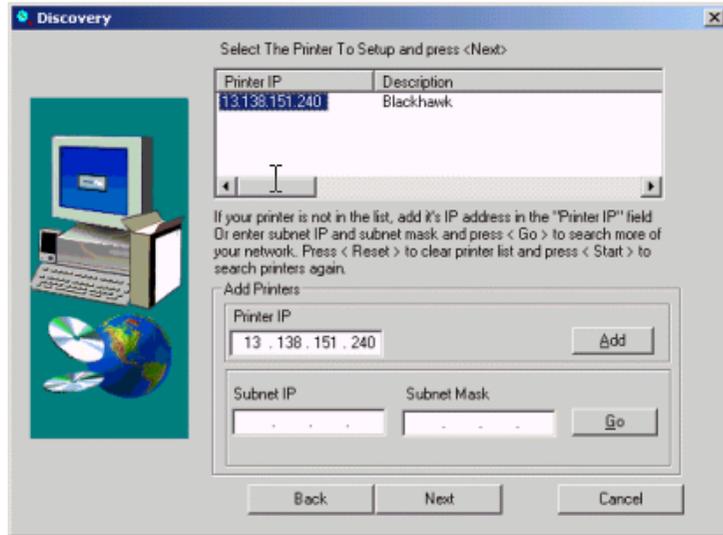


Figure 2-3: Discovery Dialog

- 6 Do one of the following and then continue with step 7, *Printer(s) dialog*, *Figure 2-4 on page 2-7*.
 - Select a printer from the Printer Description list and click **Next**. The Printer(s) dialog appears, Figure 2-4.
–Or–
 - If your printer is not in the list, enter an IP address in the Printer IP text box. Click **Add**. The printer is added to the list of available printers. Select the printer and click **Next**. The Printer(s) dialog appears, Figure 2-4.
–Or–
 - If your printer is not in the list, enter a Subnet IP address and Subnet mask address to discover printers on another local network. The printer is added to the list of available printers. Select the printer and click **Next**. The Printer(s) dialog appears, Figure 2-4.

- 7 Choose a printer from the Printer(s) dialog, Figure 2-4, list of available choices. The name appears in the text box. Do one of the following:
- Click **Next** to accept the default printer name. The Information Summary dialog appears.
- Or–
- Type a new name for your printer in the text box and click **Save Change**, then **Next**. The Information Summary dialog appears.

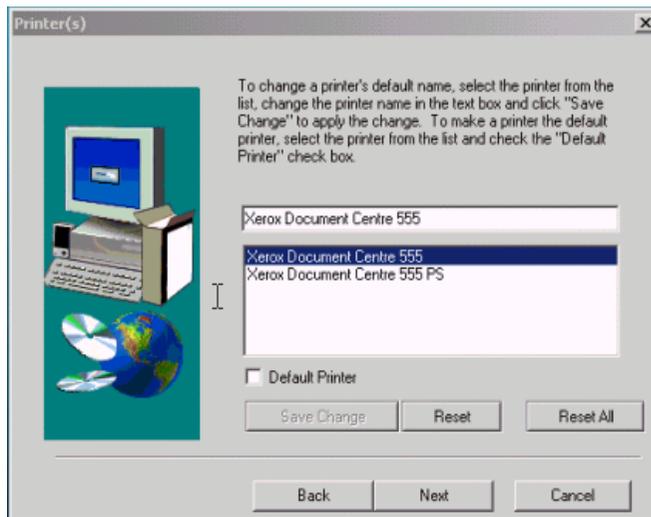


Figure 2-4: Printer(s) Dialog

NOTE: To make this printer your default printer, select the Default Printer check box. The Default Printer check box is selected by default for the Easy and Minimal types of installation.

- 8 If any information in the Information Summary dialog is incorrect, click **Back** to make a change; otherwise, click **Next**. The installation is complete.

NOTE: If the Microsoft Digital Signature dialog appears, click **Yes** to continue.

Continue with *Configuring Printer Drivers* on page 2-9.

Configuring Printer Drivers

After installing the Document Centre printer drivers, you need to configure the options that are available for use. Each model can have different installed options, for example, a High Capacity Feeder or a Finisher.

NOTE: If you are using a (TCP/IP) Bi-Directional printer driver, select the *Automatically Update Installed Options* checkbox to configure your printer driver.

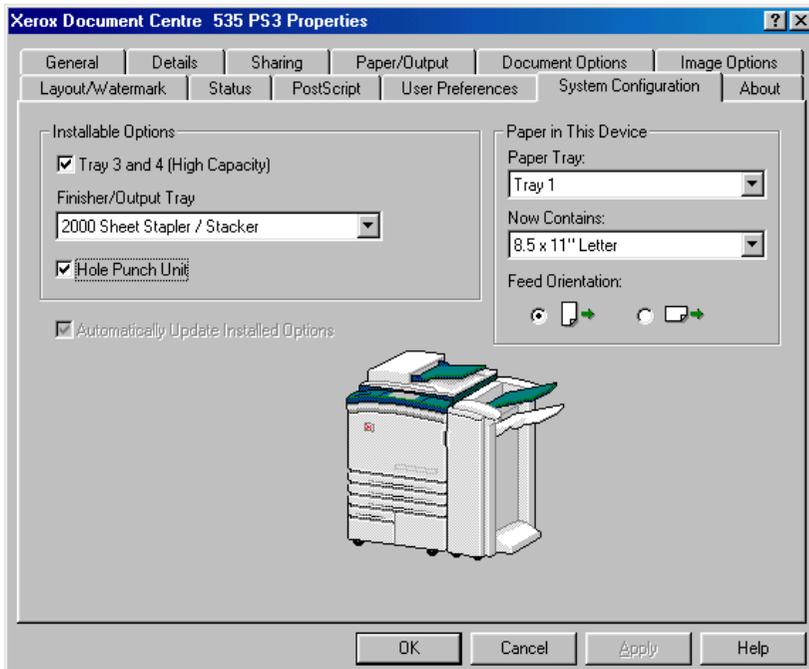


Figure 2-5: Installable Options Configuration

Windows Printer Drivers Configuration

- ▶ **To configure the CentreWare printer drivers manually:**
 - 1 Right-click the icon of the appropriate printer and select **Properties**.
 - 2 Select the **System Configuration** tab (enhanced drivers) or the **Configuration** tab (standard drivers).
 - 3 Select any Installable Options that are available on your Document Centre.
 - 4 Click **Apply** to save the settings.
 - 5 Click **OK** to close the printer driver.

Windows Drivers Configuration Using TCP/IP Network

If you have a TCP/IP network, the Windows printer drivers can, as an option, provide Bi-directional capabilities. This allows a printer driver to communicate with the printer through your network and acquire information from the printer, including its current operational status and the status of the paper trays.

- ▶ **To configure the CentreWare printer drivers automatically:**
 - 1 Right-click the icon of the appropriate printer and select **Properties**.
 - 2 Select the **Configuration** tab (for enhanced drivers) or the **System Configuration** tab (for standard drivers).
 - 3 Select **Automatically Update Installed Options**. The options that reside on your Document Centre are selected and available for use.

For more information, see *Bi-Directional Printer Drivers* on page 2-11.

Bi-Directional Printer Drivers

If you have a TCP/IP network, the Windows 95/98/Me/NT/2000/XP printer drivers can as an option provide Bi-Directional capabilities. Bi-Directional communication allows a printer driver to communicate with the printer through your network. When the printer driver properties are accessed, the printer driver can acquire information from the printer, including its current operational status and the status of the paper trays.

After the Windows printer drivers are installed and the TCP/IP Port Monitor is also installed, Document Centre installed options and status information are automatically updated without having to configure the printer driver manually.

NOTE: The TCP/IP Port Monitor is required for Bi-Directional printer drivers. The Xerox Printer Driver Installer automatically installs the TCP/IP Port Monitor to your workstation when **Connected to my network (peer-to-peer)** is chosen as the type of connection for your printer during the installation process. See *Installing and Using the Xerox TCP/IP Port Monitor* on page 5-1 for more information about the Port Monitor.

Configuration

The Configuration Tab (standard drivers) System Configuration Tab (enhanced drivers) contains a listing of installed options. When **Automatically Update Installed Options** is selected (default) the options that reside on your Document Centre are selected and available for use.

Status

The Status Tab indicates the status of the Document Centre and its paper trays. Printer Status shows whether the Document Centre is available. Paper Status indicates the type of paper that is loaded in each tray or whether the tray is empty.

NOTE: If network communication is temporarily unavailable or is not configured properly for the printer, the network, or your workstation, status information does not appear.

Windows Printer Driver Table

To install a Windows 98 USB or a Windows 2000/XP printer driver, use the Microsoft Add Printer Wizard.

Table 2-1 lists the folder names that contain the installation files within the **\Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver	Driver Type	Subdirectory	Folder	Installation File Name
Windows 98	PS	\DC555_DC545_DC535 \PS_5x5_98_USB	PS_555_98 PS_545_98 PS_535_98	usbprint.inf
	PCL	\DC555_DC545_DC535 \PCL_5x5_98_USB	PCL_555_98 PCL_545_98 PCL_535_98	usbprint.inf
Windows 2000/XP	PS	\DC555_DC545_DC535 \PS_5X5_NT_W2K_XP	PS_555_NT4_ W2K_XP PS_545_NT4_ W2K_XP PS_535_NT4_ W2K_XP	Xdcs555.inf Xdcs545.inf Xdcs535.inf
	PCL	\DC555_DC545_DC535 \PCL_5X5_NT_W2K_XP	PCL_555_NT4_ W2K_XP PCL_545_NT4_ W2K_XP PCL_535_NT4_ W2K_XP	DC555pcl.inf DC545pcl.inf DC535pcl.inf

Table 2-1: Windows Printer Drivers

NOTE: PCL 6 printer drivers are available from the Xerox Web site at www.Xerox.com.

Uninstalling the Xerox Printer Installer

► **To uninstall the Xerox Printer Installer:**

- 1 Click **Start > Settings > Control Panel**.
- 2 Double-click **Add/Remove Programs**. The Add/Remove Programs dialog opens.
- 3 Select **Xerox Document Centre** from the list of programs.
- 4 Click **Add/Remove**. The Xerox Uninstaller dialog appears.
- 5 Click **Next**. The uninstall program begins. Upon completion click **OK**.

NOTE: Depending on what components you installed, the uninstaller removes the ReadMe, Graphic Arts files, User Guide, and the uninstaller. The printer driver and printer are not removed. They must be removed manually.

- 6 Select whether to restart your computer now or later. Click **Finish**.

Uninstalling Windows Printer Drivers

Use the procedures in this section for uninstalling the CentreWare printer drivers.

NOTE: Before you uninstall CentreWare Windows printer drivers, ensure that the Document Centre you are deleting is not the default printer. If so, select another printer as the default.

► To uninstall the Windows 95/98/Me/NT printer drivers:

- 1 At the desktop, click **Start > Settings > Printers**.
- 2 Right-click on the icon for the Document Centre you want to delete and select **Delete**.
- 3 A confirmation message appears. Click **Yes** to delete the printer driver.
- 4 Rebooting your workstation is recommended.

► To uninstall the Windows 2000/XP printer drivers:

- 1 At the desktop, click **Start > Settings > Printers**.
- 2 Right-click on the icon for the Document Centre you want to delete and select **Delete**.
- 3 A confirmation message appears. Click **Yes** to delete the printer driver.
- 4 From the Printers folder, select **File > Server Properties**.
- 5 Select the **Drivers** tab.
- 6 Select the printer driver and click **Remove**.
- 7 Click **Yes** at the prompt to delete the printer driver. The printer driver is removed.
- 8 Click **Close** to exit Printer Server Properties.



Using Windows Printer Drivers

This chapter describes using the CentreWare printer driver features for Microsoft 95/98/Me, NT 4.0, Windows 2000, and XP users. The procedures described are based on printing from Microsoft Word. The procedures for printing from other applications may vary.

What's in this chapter:

- *Accessing Printer Driver Options* 3-2
- *Printing to the Document Centre* 3-3
- *Printing Options* 3-4

Accessing Printer Driver Options

You can access printer driver options from the Windows Printers folder (Windows 95/98/Me/NT/2000/XP). When you change the print options from these areas, you change the options for all print jobs.

► To set print options in Windows:

- 1 Choose **Start > Settings > Printers**. The Printers Folder opens.
- 2 Right-click the icon of the appropriate printer and select one of the following to display the printer driver:
 - *Windows 95/98/Me* — **Properties**
 - *Windows NT 4.0* — **Document Defaults**
 - *Windows 2000 and XP* — **Printing Preferences**
- 3 Select the appropriate tabs within the printer driver to specify print options.
- 4 Click **Apply** to save your changes.
- 5 Click **OK** to close the printer driver.

Printing to the Document Centre

Use the following procedure for printing from an application (Microsoft Word 95/97). Printing from other applications may vary.

► **To print from within an application:**

- 1 Open the application.
- 2 Select **File > Print** from the menu within the application. The Print dialog is displayed.
- 3 Select the appropriate printer from the list of available printers. Click **Properties**.
- 4 Select the appropriate tabs within the printer driver and specify your print options.
- 5 Click **OK** to return to the Print dialog and select any other printing options.
- 6 Click **OK** to send the job to the Document Centre.

Printing Options

The following section discusses how to access and use popular Document Centre features. These options are contained in the printer driver tabs (Enhanced driver) or within a tree structure (Standard driver). For more information on Standard and Enhanced printer drivers, see *CentreWare Printer Drivers* on page vii.

NOTE: Printing option availability varies for different Document Centre models and Windows operating systems.

Accounting Option

CentreWare Accounting allows organizations to track Document Centre use by individual users and by account numbers. The printer collects and stores account information as jobs are submitted, making cost tracking and reporting an integral part of the print submission process.

The Document Centre must be configured for Accounting, and the CentreWare printer driver must be configured as well.

Save Accounting Codes

When the **Save Accounting Codes** option is selected, the User ID and Account ID entries will be saved when printing or faxing. The same ID numbers will be used for each job until you enter different numbers.

Conceal User ID

Select **Conceal User ID** to prevent the User ID from being viewed. When this option is selected, all the User ID characters are concealed by displaying asterisks (*).

Conceal Account ID

Select **Conceal Account ID** to prevent the Account ID from being viewed. When this option is selected, all the Account ID characters are concealed by displaying asterisks (*).

Enabling Accounting

Windows 95/98/Me/NT/2000/XP (Enhanced)

► **To enable Accounting:**

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Right-click the icon of the appropriate printer and select one of the following to open the printer driver:
 - *Windows 95/98/Me* — **Properties**
 - *Windows NT 4.0* — **Document Defaults**
 - *Windows 2000/XP* — **Printing Preferences**
- 3 On the **User Preferences** tab, check **Enable Accounting**.
- 4 Select any Accounting options desired.
- 5 Click **OK** to close the printer driver.
- 6 Close the Printers folder.

Windows NT/2000/XP (Standard)

NOTE: In Windows 2000, an Administrator must configure the printer driver with the accounting policies for concealing or remembering user and account IDs. These policies are for every print job that is sent to the Document Centre and cannot be changed by individual users.

► **To enable accounting:**

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Right-click the desired printer and select **Properties**.
- 3 On the **Device Settings** tab, select **Accounting** from the tree.
- 4 Select **Enabled**.
- 5 Select to enable Save Accounting Codes, Conceal User ID, or Conceal Account ID.
- 6 Click **OK**. Your driver is now configured for Accounting.

Submitting a Print Job with Accounting Enabled

Windows 95/98/Me/NT/2000XP

► **To submit a print job using accounting:**

- 1 Open your document and choose **File > Print**.
- 2 Choose your printing options.
- 3 Click **Print**. The CentreWare Accounting dialog box opens.
- 4 Enter your User ID and Account ID, then click **OK** to print your document. If you enter account/user IDs that are incorrect, an error message appears.

Banner Sheet

The banner sheet contains user and other print job information. It prints before each document, separating printed documents in the output trays. Banner sheets can be configured to print (or not print) in several places, including the CentreWare printer driver, the Document Centre, an application, or network software.

The CentreWare printer driver (Document Options) default is to print a banner sheet with each document printed by the Document Centre. However, simply deselecting this option in the printer driver may not guarantee that it will not be printed. The Capture Settings tab, Advanced tab, or General tab may also contain banner sheet settings.

When a banner sheet is enabled to print at the Document Centre's control panel, it always prints, regardless of the settings in the CentreWare printer driver or network software.

Third-party software applications can also have banner sheet options that enable printing of banner sheets with one or all print jobs.

Additionally, network software can be configured to always print banner sheets with each print job. Some organizations may require a banner sheet because of print volume.

See your network or system administrator if you have disabled banner sheet printing and a banner sheet is still being printed with your documents.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To deselect a banner sheet in the printer driver:

- 1 Select **Start** > **Settings** > **Printers**. The Printers folder opens.
- 2 Right-click the icon of the appropriate printer and select one of the following to display the printer driver:
 - *Windows 95/98/Me* — **Properties**
 - *Windows NT 4.0 (Enhanced)* — **Document Defaults**
 - *Windows 2000/XP (Enhanced)* — **Printing Preferences**
- 3 Select the **Document Options** tab.
- 4 Deselect the **Request Banner Sheet** option.
- 5 Click **OK**.
- 6 Click **OK** to close the driver.

A banner sheet will not be printed with any print jobs.

NOTE: If the Document Centre is configured to print a banner sheet with each print job, this setting overrides the printer driver setting. Some applications may override this setting or can be used to enable a banner sheet for a specific job. Contact your administrator if a banner sheet is still printed after changing the setting in the printer driver.

Windows NT (Standard)

► To deselect a banner sheet in the printer driver:

- 1 Select **Start** > **Settings** > **Printers**. The Printers folder opens.
- 2 Right-click the desired printer and select **Document Defaults**.
- 3 Select the **Advanced** tab.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Banner Page** and choose **Disable**.
- 6 Click **OK** to close the printer driver.

A banner sheet will not be printed with any print jobs.

Windows 2000/XP (Standard)

► To deselect a banner sheet in the printer driver:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**.
- 4 Expand **Document Options > Printer Features** in the options tree.
- 5 Select **Banner Page** and choose **Disabled**.
- 6 Click **OK** to close the Advanced Options dialog.
- 7 Click **OK** to exit the printer driver.

Booklet Creation Option

Booklet creation enables you to print documents as small booklets. Two images are printed on both sides of each sheet of paper. The pages are reordered sequentially and are orientated so that when folded, the paging is correct.



TIP: Keep in mind that the layout of a booklet differs in comparison to the layout of a 1-up document. Line wrapping and page breaks will vary.

Windows 95/98/Me/NT/2000/XP (Enhanced)

▶ To print a booklet:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, select **Booklet Creation** from the Page Layout Options drop-down list.
(For NT PCL, on the **Layout** tab, select the **Booklet Creation** radio button and enter a Gutter and Creep setting.)
- 4 Click **OK** to close the printer driver.
- 5 Click **OK** to close the Print Setup dialog.
- 6 Click **Print**. Your document is sent to the printer.

NOTE: The booklet option prints to the same size paper. A print job that has multiple size pages will result in clipped images in the printed document.

Windows NT/2000/XP (Standard)

NOTE: The Booklet Creation option is not available in NT PCL (standard).

► To print a booklet:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab (NT) button (2000/XP).
- 4 Expand **Document Options > Booklet Creation** in the options tree.
- 5 Select **Booklet Creation** and choose **Enabled**.
- 6 Select **AutoBooklet Layout** and choose **Enabled**.
- 7 Click **OK** to close the dialog and print.

Collate and Staple Options

These options enable you to collate and/or staple your document sets. Stapling options include 1 or 2 staples.

Collate prints and delivers two or more copies of a document as separate document sets (1,2,3... 1,2,3...). Uncollated prints and delivers two or more copies of a document as separate sets of each page (1, 1, 1... 2, 2, 2... 3, 3, 3...).

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To collate and staple a document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select **Paper/Output**.
- 4 Select an option from Output/Stapling.
- 5 Click **OK** to close the printer driver.
- 6 Click **OK** to send your document to print.

Windows NT (Standard)

► To collate and staple a document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Page Setup** tab.
- 4 Type in the number of Copies. This activates and enables **Collate Copies**.
- 5 Select the **Advanced** tab.
- 6 Expand **Document Options > Printer Features** in the options tree.
- 7 Select **Stapling** and choose an option.
- 8 Click **OK** to close the printer driver.
- 9 Click **OK** to send your document to print.

Windows 2000/XP (Standard)

► To collate and staple a document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**.
- 4 Expand **Document Options > Printer Features** in the options tree.
- 5 Select a **Stapling** option.
- 6 Select **Paper/Output** in the options tree. In **Copy Count** enter the number of copies to print. This activates and enables **Collated**.
- 7 Click **OK** to close the Advanced options dialog.
- 8 Click **OK** to close the Printing Preferences dialog.
- 9 Click **OK** to print.

Cover Option

CentreWare printer drivers enable you to choose a different media type and color for the first page or first and last (cover) pages of your document. This does not affect the paper selection for the body of the document. If you specify a paper/media type that is not currently loaded in the printer, the job will be held in the printer until the required paper/media is loaded in one of the trays.

NOTE: For single-sided printing, the first and last pages of your document will print on the covers.

For 2-sided printing, the first page of your document is printed on the front of the cover and the second page is printed on the back of the front cover. You should insert a blank page (page 2) if you do not want the back of the front cover to be printed.

The last page of your document will always print on the back of the back cover page. If the document contains an odd number of pages, the printer will automatically insert an extra page before the last page in your document. You should insert a blank page at the end of your document if you do not want the back of the back cover to be printed.



TIP: To add a cover to a booklet choose **Front Cover**. When booklets are folded, the back cover is actually the same sheet of paper as the front cover. Therefore, the Front Cover selection also applies to the Back Cover when Booklet Creation is selected.

Windows 95/98/Me/NT2000/XP (Enhanced)

► To create covers:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, click **Select Paper** and choose the **Covers** tab (or, **Covers and Advanced** and then select the **Covers** tab).
- 4 Select the desired cover options for your document.
- 5 Click **OK** to close the printer driver. Then click **OK** to print.

Windows NT (Standard)

► To create covers:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Expand **Document Options > Covers** in the options tree.
- 5 Select options from **Covers**, **Cover Media Type**, and **Cover Media Color**.
- 6 Click **OK** to close the printer driver.
- 7 Click **OK** to print.

Windows 2000/XP (Standard)

► To create covers:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options > Covers** in the options tree.
- 5 Select **Covers** and an option for **Front** or **Front and Back Covers**.
- 6 Select the media type and color for the cover.
- 7 Click **OK** to close the printer driver.
- 8 Click **OK** to print.

Custom Paper Size Option

The Custom Sizes option enables you to specify custom paper sizes. Your Document Centre accepts individual media of different sizes using a manual feed tray, such as the Envelope Tray, or an adjustable paper tray, such as the Bypass Tray.

If you are printing a custom paper size, it must be configured before printing or a media fault error occurs.

- NOTES:**
- 1) The Custom Sizes feature is not supported on all Document Centre models.
 - 2) You should select custom paper sizes from the printer driver rather than the application that you are using.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To specify a custom paper size:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click the **User Preferences** tab.
- 4 Under **Paper Size**, click **Custom Sizes**. The **Custom Sizes** dialog box opens.
- 5 Select one of the Custom Size radio buttons, if available.
- 6 Select the options for paper Width and Length, then choose Inches or Millimeters.
- 7 Click **OK** to close the dialog.
- 8 Click **OK** to close the printer driver, and then click **OK** to print your document.

Windows NT (Standard)

► To specify a custom paper size:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 From **Media**, select a **Custom** option.
- 5 Select the **Page Setup** tab.
- 6 From the **Paper Size** drop-down list, select one of the following:
 - For a PCL driver, select a Paper Size option from the drop down list.
 - For a PostScript driver, select **PostScript Custom Page Size**. The PostScript Edit Custom Page Size Definition dialog appears.
 - a) Make selections, such as dimensions, and click **OK**.
 - b) If you need to edit the custom paper size, click **Edit Custom Page Size** which appears to the right of the **Paper Size** drop-down list when the custom size is selected.
- 7 Click **OK** to close the printer driver.
- 8 Click **OK** to print.

Windows 2000/XP (Standard)

► To specify a custom paper size:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Paper/Quality** tab.
- 4 From the **Media** drop-down list, choose a custom paper size (Custom 1-7)
- 5 Click **Advanced**. The **Advanced Options** dialog opens.
- 6 Select **Paper Size** from the options tree and do one of the following:
 - For a PCL driver, select a paper size option from the drop down list.
 - For a PostScript driver, select **PostScript Custom Page Size**. The PostScript Edit Custom Page Size Definition dialog appears.
 - a) Make selections, such as dimensions, and click **OK**.
 - b) If you need to edit the custom paper size, click **Edit Custom Page Size**, which appears to the right of the **Paper Size** drop-down list when the custom size is selected.
- 7 Click **OK** to close the Advanced Options dialog.
- 8 Click **OK** to exit the printer driver.

Delayed Print Option

This option enables you to print documents at a specific time. The job is held at the Document Centre until the specified time and printed.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To send a delayed print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Paper/Output** tab.
- 4 Under the **Job Type** heading, select **Delayed Print**.
- 5 Click the **Delayed Print Setup** button.
- 6 In the **Time** box, enter the time you would like this job to print. Click **OK**.
- 7 Click **OK** to close the printer driver.
- 8 Click **OK** to send your document to the printer.

The document is held at the Document Centre until the defined print time when it is released and printed.

Windows NT (Standard)

► To send a delayed print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Expand **Document Options** in the options tree.
- 5 From **Job Type**, select **Delay Print** from the drop-down list.
- 6 Enter the time you would like this job to print. Click **OK**.
- 7 Click **OK** to close the printer driver.
- 8 Click **OK** to send your document to the printer.

The document is held at the Document Centre until the defined print time when it is released and printed.

Windows 2000/XP (Standard)

► To send a delayed print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 From **Job Type**, select **Delay Print**. The Delayed Print Setup dialog appears.
- 6 Enter the time you would like this job to print and click **OK**.
- 7 Click **OK** to close Advanced Options dialog.
- 8 Click **OK** to close the printer driver.
- 9 Click **OK** to submit the print job.

The document is held at the Document Centre until the defined print time when it is released and printed.

NOTE: The Delayed Print settings remain for all print jobs until you select a different Job Type and exit the printer driver.

Finisher Options

Finisher options for Document Centre models 555/545/535 include:

- Hole Punching
- Offsetting
- Stapling

Table 3-1 lists the Finisher units and the finishing options each offers. The Finisher units are mutually exclusive, that is, only one Finisher unit may be installed at a time. Check with your Xerox representative to determine which Finisher units are available for your Document Centre.

Finisher Unit (DC 555/545/535)	Output Tray	Capacity (Sheets of paper)	Offsetting	Hole Punch	Stapling
Offsetting Tray	Offset Catch Tray	500	x		
2000 Sheet Stapler/Stacker (without punch)	Top Output Tray	250			
	Stacker Tray	2000	x		x
2000 Sheet Stapler/Stacker (with punch)	Top Output Tray	250			
	Stacker Tray	2000	x	x	x

Table 3-1: Finisher Options

Hole Punching

The hole punch mechanism creates two, three, or four holes depending on how your Finisher is equipped. The number of holes created by the punch cannot be changed through your software. See *Hole Punch Option* on page 3-24.

Offsetting

This feature slightly offsets each set of a multiple copy print job from one another in either the Offset Catch Tray or Stacker Tray. This often makes it easier to sort and handle documents when you are printing several copies.

Stapling

Document Centre models 555/545/535 support stapling using one or two staples. See *Collate and Staple Options* on page 3-12.

- **Collated, 1 Staple** places a staple in the upper left corner for both Long Edge Feed (LEF) and Short Edge Feed (SEF) portrait or landscape documents.
- **Collated, 2 Staples** places a second staple on the lower left side of the document.

NOTE: Stapling positions may vary depending on other selections, such as rotation or N-up (multiple pages on a single sheet) settings.

Hole Punch Option

Finishers equipped with a hole punch mechanism create either two, three, or four holes depending on the kind of hole punch mechanism installed. The number of holes created by the punch cannot be changed through your software.

Hole Punching supports the following media:

- 11 x 17
- A3
- 8.5 x 11 Letter (LEF)
- A4 (LEF)

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To request hole punching:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, select an option from the **Fold/Punch Options**.
- 4 Click **OK** to return to the Print dialog.
- 5 Click **OK** to send your document to print.

Windows NT/2000/XP (Standard)

► To request hole punching:

- 1 Choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click the **Advanced** tab (NT) button (2000/XP).
- 4 Expand **Document Options > Printer Features** in the options tree.
- 5 Select **Hole Punch** and choose **Enabled**.
- 6 (For NT) Click **OK** to close the printer driver.
(For 2000/XP) Click **OK** to close the Advanced Options dialog and **OK** to close the Document Properties dialog.
- 7 Click **OK** to print.

Media Options

The Document Centre provides many options for media type, size, and color. You choose media options for printed documents, depending on your operating environment, by one of the following methods.

► To specify media options for printing:

- Windows 95/98/Me/NT/2000/XP (Enhanced)
Access a CentreWare printer driver and click **Select Paper** on the Paper/Output tab.
- Windows NT (Standard)
Access a CentreWare printer driver and select media options from the tree (**Paper Size** and **Media**) in the Advanced tab.
- Windows 2000/XP (Standard)
Access a CentreWare printer driver and select media options from **Paper/Quality** tab. Click **Advanced** and select other media options from the tree under Paper/Output and Document Options.

Media Configuration on the Document Centre

Before the media selections are made available in the printer driver, they are configured on the Document Centre using the control panel. Certain media types, sizes, and colors are assigned to specific paper trays. A white paper in a standard size, such as 8.5 x 11 or A4, should be assigned to at least one tray on the Document Centre as the default paper. If not, a media fault error may occur.

Assigning Media to Trays in the Printer Driver

The printer driver media and paper trays should reflect what is configured in the Document Centre. If another type of paper is loaded into a tray which is already assigned a specific type of paper, a conflict can occur.

For example, if letterhead is loaded into a tray that is assigned to standard white paper, and the printer driver uses the tray for standard white paper input, a mismatch occurs. A print job that requires standard white paper will be held in the queue until the correct media needed for the job is loaded in the Document Centre.

If you are using the Bi-Directional printer drivers, the driver automatically detects the media and paper tray assignments. See *Bi-Directional Printer Drivers* on page 2-11 for more information.

► To specify media assignments in the printer driver:

- Windows 95/98/Me/NT/2000/XP (Enhanced)
Select **Start > Settings > Printers**. Right-click on a printer driver and select **Properties**. Select the **System Configuration** tab. Under **Paper in this Device**, assign media types to specific trays.
- Windows NT (Standard)
Select **Start > Settings > Printers**. Right-click on a printer driver and select **Document Defaults**. Select the **Advanced** tab. Under **Paper/Output** select **Paper Size, Media, and Paper Source** options.
- 2000/XP (Standard)
Select **Start > Settings > Printers**. Right-click on a printer driver and select **Printing Preferences**. Select the **Paper/Quality** tab. Under **Tray Selection** assign media types to specific trays.



TIP: To avoid media conflicts/faults, it is important to make sure that the media loaded into the paper trays matches the paper tray media assignment and the paper tray/media settings in the printer driver.

CentreWare Monitoring Option

NOTE: This option requires use of the CentreWare Conductor, which is installed with CentreWare Network Services.

CentreWare Monitoring enables you to monitor the progress of your print jobs from the convenience of your desktop.

The CentreWare Monitor tracks the progress of each job throughout its life cycle and provides you with complete status information. It will inform you when your job is completed, or alert you if there is a problem that requires your attention.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To monitor documents using CentreWare monitoring:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Right-click the appropriate printer from the list of available printers and select **Properties** (95/98/Me) or **Document Defaults** (NT) or **Printing Preferences** (2000/XP).
- 3 Select the **User Preferences** tab.
- 4 Select **Monitor My Jobs**.
- 5 Click **OK** to close the User Preferences dialog and return to the Printers folder.
- 6 Close the Printers folder.

Jobs that you submit to this Document Centre automatically launch the CentreWare monitor.

Windows NT (Standard)

► To monitor documents using CentreWare monitoring:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Right-click the appropriate printer from the list of available printers and select **Document Defaults**.
- 3 Select the **Advanced** tab. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Enable Document Monitoring** and choose **On**.
- 6 Click **OK** to close the printer driver.

Jobs that you submit to this Document Centre automatically launch the CentreWare monitor.

Windows 2000/XP (Standard)

► To monitor documents using CentreWare monitoring:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Right-click the appropriate printer from the list of available printers and select **Printing Preferences**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Enable Document Monitoring** and choose **On**.
- 6 Click **OK** to close the printer driver.

Jobs that you submit to this Document Centre automatically launch the CentreWare monitor.

N-Up Printing Option

Multiple-Up (N-Up) printing is used to print more than one page of a document on a single page.



Keep in mind that the layout of an N-up document differs in comparison to the layout of a 1-up document. Line wrapping and page breaks will vary.

Windows 95/98/Me/NT2000/XP (Enhanced)

► To print multiple images on each page:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, make the appropriate selection in the **Page Layout > Options** drop-down list.
(For NT PCL, on the **Layout** tab, select the **Multiple-up** radio button. Choose from the Multiple-up options.)
- 4 Click **OK** to close the printer driver.
- 5 Click **OK** to send your document to the printer.

Windows NT (Standard)

► To print multiple images on each page:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Multiple-up** and the number of pages to print on a sheet.
- 6 Click **OK** to close the printer driver.
- 7 Click **OK** to print.

Windows 2000/XP (Standard)

- **To print multiple images on each page:**
- 1 Open your document and choose **File > Print**.
 - 2 Select the appropriate printer from the list of available printers. Click **Properties**.
 - 3 Click **Advanced**. The **Advanced Options** dialog opens.
 - 4 Expand **Document Options** in the options tree.
 - 5 Select **Multiple-up** and the number of pages to print on a sheet.
 - 6 Click **OK**.
 - 7 Click **OK** to print your document.

Sample Set (Proof Print) Option

The Sample Set feature enables you to send a multiple-set job to the Document Centre, print one copy of the document, and hold the remaining sets in the Document Centre print queue.

NOTE: Documents held for an extended period of time are deleted automatically. The time limit is configured by the Network Administrator.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To print a sample set:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, select **Sample Set** (or **Sample Print**) as your Job Type.
- 4 Select the total number of copies (sets) you would like to print. Choose any other print options you want in the printer driver.
- 5 Click **OK** to close the printer driver.
- 6 Click **OK** to submit your job to the Document Centre. One set of the document prints and the remaining sets are held at the Document Centre.

After proofing the Sample Set, you can print or delete the remaining sets. See *Releasing or Deleting a Job at the Document Centre* on page 3-35 for instructions on how to delete or release a document.

Windows NT (Standard)

► To print a Sample Set print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 From **Job Type**, select **Sample Set** from the drop-down list.
- 6 On the **Page Setup** tab, select the total number of copies (sets) you would like to print. Choose any other print options you want in the printer driver.
- 7 Click **OK** to close the printer driver.
- 8 Click **OK** to submit your job to the Document Centre. One set of the document prints and the remaining sets are held at the Document Centre.

After proofing the Sample Set, you can print or delete the remaining sets. See *Releasing or Deleting a Job at the Document Centre* on page 3-35 for instructions on how to delete or release a document.

Windows 2000/XP (Standard)

► To print a sample set:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Job Type** and choose **Sample Set** from the options.
- 6 From **Paper/Output** in the options tree, select **Copy Count**.
- 7 Select the number of copies (sets) to print.
- 8 Click **OK** to close the Advanced Options dialog.
- 9 Click **OK** to close the printer driver.
- 10 Click **OK** to submit your job to the Document Centre. One set of the document prints, and the remaining sets are held at the Document Centre.

After proofing the Sample Set, you can print or delete the remaining sets.

Releasing or Deleting a Job at the Document Centre

- 1 Go to the Document Centre control panel/touch screen and press **Job Status**.
- 2 Find your document on the list of **All Incomplete Jobs**. To select the job, press the name until it highlights.
- 3 On the screen that appears, press **Delete** to delete the job or press **Release** to release the job for printing.

Secure Print Option

This feature automatically holds your document within the Document Centre internal queue until you are ready to retrieve your job.

To send a Secure Print job, you need an identification number. This number of four to ten digits (as determined by your system administrator) can be any numeric value using the numbers 0 through 9.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► **To print secure documents:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, select **Secure Print** from the **Job Type** drop-down list.
- 4 Click **Secure Print Setup**. The **Secure Print Setup** dialog opens.
- 5 Enter an identification number in the dialog box.
- 6 Re-enter the same code again to confirm your Secure Print ID.
- 7 Click **OK** to close the Secure Print Setup dialog. Click **OK** to submit the print job. The job is held at the Document Centre. See *Releasing a Secure Print Job at the Document Centre* on page 3-38 to print the document.

NOTE: The Secure Print settings remain for all print jobs until you select a different Job Type and exit the printer driver.

Windows NT (Standard)

► To print a secure document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Job Type** and choose **Secure Print** from the options. The **Secure Print Setup** dialog appears.
- 6 Enter an identification number in the dialog box.
- 7 Re-enter the same code to confirm your Secure Print ID.
- 8 Click **OK** to close the Secure Print Setup dialog.
- 9 Click **OK** to close the printer driver.
- 10 Click **OK** to submit the print job. The job is held at the Document Centre. See *Releasing a Secure Print Job at the Document Centre* on page 3-38 to print the document.

NOTE: The Secure Print settings remain for all print jobs until you select a different Job Type and exit the printer driver.

Windows 2000/XP (Standard)

► To send a secure print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options** in the options tree.
- 5 Select **Job Type** and choose **Secure Print** from the options. The Secure Print Setup dialog appears.
- 6 Type an identification number in the dialog box.
- 7 Re-enter the same code to confirm your identification number and click **OK**.
- 8 Click **OK** to close the Advanced Options dialog.
- 9 Click **OK** to close the printer driver.
- 10 Click **OK** to submit the print job. The job is held at the Document Centre. Perform the following procedure to release the document.

NOTE: The Secure Print settings remain for all print jobs until you select a different Job Type and exit the printer driver.

Releasing a Secure Print Job at the Document Centre

- 1 Go to the Document Centre control panel/touch screen and press **Job Status**.
- 2 Find your document on the list of All Incomplete Jobs. Press the name until it highlights, which selects the job.
- 3 On the screen that appears, press **Release** to continue with the job.
- 4 Enter your identification number on the numeric keypad.
- 5 Press **Enter**. Your document prints.

Transparency Separators Option

This option enables you to print separator pages for transparencies on your Document Centre. The separator pages can be blank or printed.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To specify separators for transparencies:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 From the **Paper/Output** tab, click **Select Paper**.
- 4 Do one of the following:
 - From the drop-down list, select **Type** and specify **Transparency**.
 - Or-
 - Depending on the type of printer driver you have, select the **Document Options** (or **Body** or **Document**) tab. From the **Type** drop-down list select **Transparency**.
- 5 Click **OK** to close the printer driver. Then click **OK** to print.

Windows NT (Standard)

► To specify separators for transparencies:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Expand **Document Options > Transparency Separators** in the options tree.
- 5 Select **Transparency Separators** and then the type (printed or blank) from the drop-down list.
- 6 Select color options for the separators from the drop-down list.
- 7 Click **OK** to close the printer driver. Then click **OK** to print.

Windows 2000/XP (Standard)

► To specify separators for transparencies:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Paper/Quality** tab and specify **Transparencies** from the **Media** drop-down list.
- 4 Click **Advanced**. The **Advanced Options** dialog opens.
- 5 Expand **Document Options > Transparency Separators** in the options tree.
- 6 Select **Transparency Separators** and specify printed or blank separators.
- 7 Select **Transparency Separator Color** and specify a color for the separators.
- 8 Click **OK** to close the Advanced Options dialog.
- 9 Click **OK** to close the printer driver.

Two-Sided Printing (Duplex) Option

This option enables you to print your document on both sides of the paper. Options include:

- **2-Sided, Flip on Long Edge** to print your document so it opens like a book.
- **2-Sided, Flip on Short Edge** to print your document so it opens like a calendar.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► **To print a two-sided document:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select **Paper/Output**.
- 4 Select an option from **2-Sided Printing**.
- 5 Click **OK** to close the printer driver.
- 6 Click **OK** to print.

Windows NT (Standard)

▶ To print a two-sided document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Page Setup** tab.
- 4 Select a **Print on Both Sides (Duplex Printing)** option.
- 5 Click **OK** to close the printer dialog.
- 6 Click **OK** to print.

Windows 2000/XP (Standard)

▶ To print a two-sided document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select **Layout**.
- 4 Select a **Print on Both Sides (Duplex)** option.
- 5 Click **OK** to close the printer driver.
- 6 Click **OK** to print.

Watermark Option

The Watermark option, accessed from the Layout/Watermark or Watermarks (NT PCL) tab, lets you create and print foreground/background text on the first page or every page of a document. The Watermark definitions you create can be used on any document.

The Watermark list box contains a list of all the watermarks currently available. If you select a watermark from this list, it prints on your document.

Some Document Centre printer drivers support bitmap watermarks. You can select, scale, and position a graphic bitmap for use as a watermark.

NOTES: 1) Some applications may not support Watermark printing.
2) Watermarks are not available in all CentreWare printer drivers.

Printing a Watermark

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To print a watermark:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab (or **Watermarks** tab), select the desired watermark from the list and any other print options you would like to apply to this watermark. Click **OK** to close the tab.
- 4 Click **OK** to close the print dialog and send your document to print.

Windows NT (Standard)

▶ **To print a watermark:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab. The **Advanced Options** dialog opens.
- 4 Expand **Document Options > Watermarks** in the options tree.
- 5 Select **Watermark** and the desired watermark option from the drop-down list.
- 6 Click **OK** to close the dialog.
- 7 Select Watermark optional printing options (**First Page Only** or **Print in Foreground**) from the tree.
- 8 Click **OK** to close the printer driver.
- 9 Click **OK** to print.

Windows 2000/XP (Standard)

▶ **To print a watermark:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options > Watermark** from the options tree.
- 5 Select **Watermark** and choose a watermark option from the drop-down list.
- 6 Select any other watermark options (**First Page Only** or **Print in Foreground**) from the tree.
- 7 Click **OK** to close the Advanced Options dialog.
- 8 Click **OK** to close the printer driver.
- 9 Click **OK** to print your document with the watermark.

Creating or Editing a Watermark

If your desired watermark is not on the list of watermarks, click **New** on the Layout/Watermark tab to create a new one. Or, you may select an existing watermark, then click **Edit** to change it.

Windows 95/98/Me/NT/2000/XP (Enhanced)

► To create a watermark:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, click **New** (or select the **Watermarks** tab) to open the **Watermark Editor**.
- 4 Choose one of the following:
 - Select **Text** for a text watermark. Add the text you want to the box, then choose any desired options.
 - If available, select **Bitmap** and select a bitmap file, then choose any desired options.

In some cases, you may also preview how your watermark appears with a specific Paper Size and Orientation.

NOTE: The Preview display does not always match the actual output.

- 5 Click **OK** to close the Watermark Editor.
- 6 On the **Layout/Watermark** tab, make sure your watermark is selected on the list, then choose any other desired print options.
- 7 Click **OK** to return to the print dialog.
- 8 Click **OK** to send your document to print.

Windows NT (Standard)

► **To create a watermark:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab. The **Advanced Options** dialog opens.
- 4 Expand **Document Options > Watermarks** in the options tree.
- 5 Select **Watermark** and **New** from the drop-down list to open the **Watermark Editor**.
- 6 Choose one of the following:
 - Select **Text** for a text watermark. Add the text you want to the box, then choose any desired options.
 - If available, select **Bitmap** and select a bitmap file, then choose any desired options.

In some cases, you may also preview how your watermark appears with a specific Paper Size and Orientation.

NOTE: The Preview display does not always match the actual output.

- 7 Click **OK** to close the Watermark Editor.
- 8 Choose any other print options.
- 9 Click **OK** to close the Advanced Options dialog.
- 10 Click **OK** to close the printer driver.

Windows 2000/XP (Standard)

► **To create a watermark:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**. The **Advanced Options** dialog opens.
- 4 Expand **Document Options > Watermark** in the options tree.
- 5 Select **Watermark** and **New** from the drop-down list to open the **Watermark Editor**.
- 6 Choose one of the following:
 - Select **Text** for a text watermark. Add the text you want to the box, then choose any desired options.
 - If available, select **Bitmap** and select a bitmap file, then choose any desired options.

In some cases, you may also preview how your watermark appears with a specific Paper Size and Orientation.

NOTE: The Preview display does not always match the actual output.

- 7 Click **OK** to close the Watermark Editor.
- 8 Choose any other print options.
- 9 Click **OK** to close the Advanced Options dialog.
- 10 Click **OK** to close the printer driver and print your document with the watermark.



Installing and Using the Font Management Utility

The Font Management Utility is a tool used to maintain fonts on your network printers. Font lists can be developed and modified for use by all your printers. For example, if you have special fonts that are used in documents but are not readily available on your printer(s), you can use the Font Management Utility to download the required fonts to the printers. Using the utility, fonts may be viewed, printed, downloaded to printers, or exported to a file. You may also maintain printer lists for font management.

What's in this chapter:

- *Installing the Font Management Utility* 4-2
- *Uninstalling the Font Management Utility* 4-3
- *Accessing the Font Management Utility* 4-4
- *Using the Font Management Utility* 4-4
- *Adding A Printer* 4-5
- *Printing a Printer's Font List* 4-6

Installing the Font Management Utility

► **To install the utility:**

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.
- 2 Click **Utilities**.
- 3 Click **Install Font Management Utility**.
- 4 The install wizard opens. Click **Next**.
- 5 Select to accept the license agreement. Click **Next**.
- 6 Type the user name and organization.
- 7 Select the Setup type: Complete or Custom. Click **Next**.
- 8 Click **Install** to install the utility on the workstation.
- 9 Click **Finish** to exit the install wizard.

The installation is complete.

Uninstalling the Font Management Utility

The Font Management Utility has a maintenance program which can uninstall, modify, and/or repair the application.

▶ **To uninstall the utility:**

- 1 Locate the **Setup** file and double-click.
- 2 Click **Next**.
- 3 Select **Remove**. Click **Next**.
- 4 Click **Remove**.

The Font Management Utility is removed from your system.

▶ **To modify the utility:**

- 1 Locate the **Setup** file and double-click.
- 2 Click **Next**.
- 3 Select **Modify**. Click **Next**.
- 4 Select an application in the tree for modification. Click **Next**.
- 5 Click **Install**.

▶ **To repair the utility:**

- 1 Locate the **Setup** file and double-click.
- 2 Click **Next**.
- 3 Select **Repair**.
- 4 Click **Install**.

Accessing the Font Management Utility

► **To access the utility in Windows 95/98/Me/NT/2000/XP:**

Select **Programs > Xerox Font Management Utility > Font Management Utility**.

Using the Font Management Utility

Printer List

The printer list displays in the Select Printers list box on the main Font Management Utility dialog. The printer list consists of all mapped printer connections for the client workstation. When a printer is selected, its configuration options appear in the Printer Description area of the dialog.

Selecting a Printer

You select a printer for font management by clicking the check box next to the printer name. When the printer is selected, it is available for font management operations, such as font downloading.

Adding A Printer

On the main CentreWare Font Management Utility dialog, a list of printers that you can access appears. If a printer you want to access is not listed, click the Add Printer button to add it to your list.

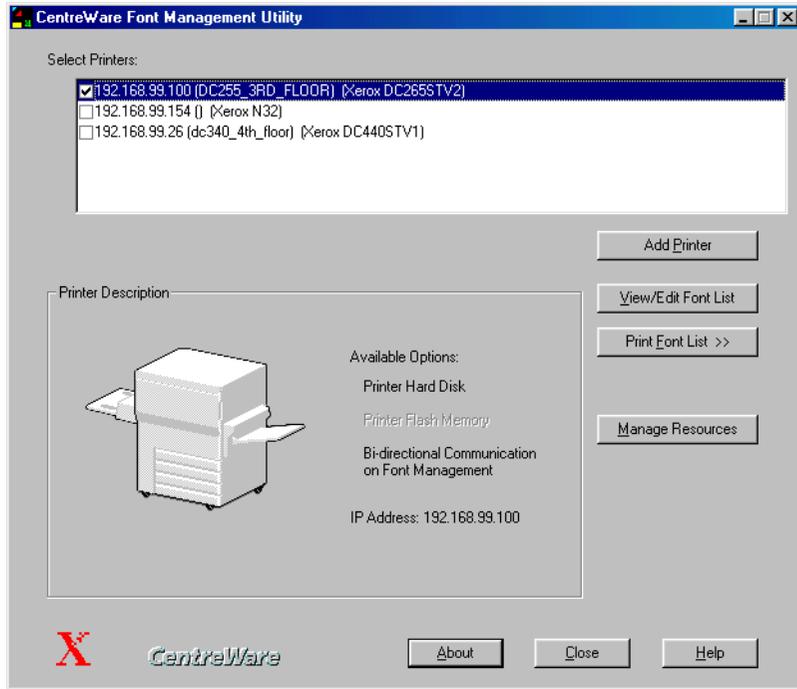


Figure 4-1: CentreWare Font Management Utility Dialog

► **To add a printer:**

- 1 Click **Add Printer**. The Add Printer Options dialog appears.
- 2 Enter the Host Address. Click **Add Printer**.

Printing a Printer's Font List

You can print a listing of PCL and PostScript fonts that reside on a selected printer.

PCL Font List

► **To print a list of PCL fonts:**

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **Print Font List**.
- 3 From the menu, select **PCL Font List** to print a listing of PCL fonts that currently reside on the printer.

PostScript Font List

► **To print a list of PostScript fonts:**

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **Print Font List**.
- 3 From the menu, select **PostScript Font List** to print a listing of PostScript fonts that currently reside on the printer.

Working with Font Lists

You can view, edit, or print a font list using the Printer Font List dialog. Font lists can be filtered to display only specific types of fonts. You then can print the font list or view. Fonts may also be added or deleted from this dialog.

Fonts can be filtered by these categories: PostScript, PCL, permanent fonts, or downloaded fonts.

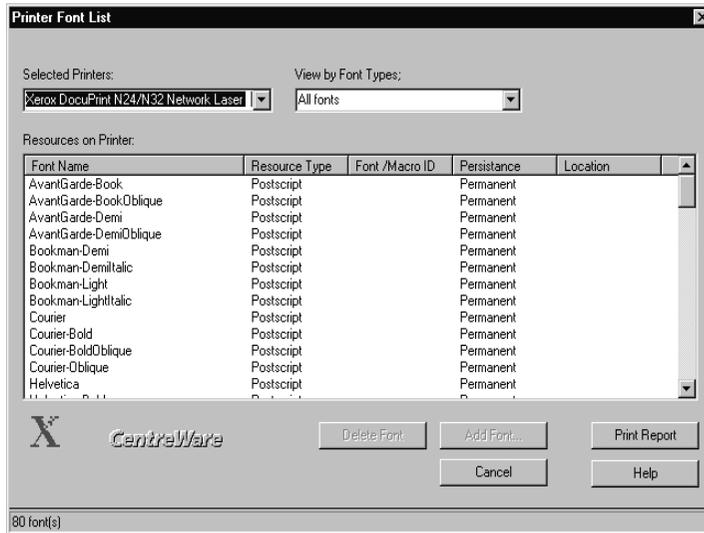


Figure 4-2: Font List Dialog

Valid Fonts

The following font types are viewed in a printer's font list:

- Permanent Base Fonts
- Downloadable Non-volatile Storage Fonts (NVS)
- Downloadable RAM Fonts
- Temporary Downloadable Fonts

NOTE: Only downloadable and temporary fonts can be removed from the printer's Font List.

The following fonts are downloadable by the Font Download Utility:

- Adobe Type 1 (PostScript Outline)
- Adobe Type 3 (PostScript User/Bitmap)
- Adobe Type 42 (PostScript True Type)
- PCL 0
- PCL 15 (True Type)
- Windows True Type (converted to PostScript or PCL)

Viewing a Font List

► To view a font list for a selected printer:

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List dialog appears.
- 3 Select a filter from the **View by Font Type** drop-down list. The fonts that reside on the selected printer display in the Resources on Printer list box.
- 4 To view the fonts that reside on another printer, select a printer from the **Selected Printers** drop-down list.

Editing a Font List

Deleting a Font

► To delete a font:

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List dialog appears.
- 3 To delete a font, select a font and click **Delete Font**. You can select multiple fonts.
- 4 Click **Yes** in the confirm dialog to perform the deletion. The font is removed from the printer.

NOTE: Permanent base fonts cannot be deleted from printers.

Adding a Font

▶ **To add a font:**

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List dialog appears.
- 3 Click **Add Font**. The Resource Manager dialog opens, enabling you to add fonts to the Resources list.
- 4 Click **Add to List**. The **Open** dialog appears.
- 5 Select a file type and directory that contains fonts.
- 6 Select the desired fonts and click **Open**. The fonts are added to the Resources list.

Printing a Font List

There are two choices for printing the font list of a selected printer:

You can print a system font list from a selected printer, which prints a sample of the actual fonts (Click **Print Font List** on the main Font Management Utility diaog), or simply print the font names of any printer displayed in the **Printer Font List** dialog.

▶ **To print a font list from the Printer Font List:**

- 1 On the main Font Management Utility dialog, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List dialog appears.
- 3 For a selected printer, select the desired filter for the font list from the **View by Font Types** list box. The fonts appear in the **Resources on Printer** list.
- 4 Click **Print Report**. The **Print** dialog opens.
- 5 Choose your print options and click **OK**. The fonts and their characteristics displayed in the **Resources on Printer** list prints.

Manage Resources

The Font Management Utility enables you to download fonts to one or multiple printers or export fonts to a file using the Resource Manager dialog. You can also view and/or modify the listing of fonts (permanent, temporary, downloaded, or not downloaded). The printer list may be modified as well.

View Resources

- **To view a listing of resources:**
- 1 On the main Font Management Utility dialog, select a printer, then click **Manage Resources**. The Resource Manager dialog opens.
 - 2 Select a printer in the Selected Printer list box.
 - 3 Choose a Resource Location, either Printer Hard Disk or Printer Flash (SIMM) if configured.

Available fonts are displayed in the Resources list box, including the font file name, font name, resource type (PCL or PostScript font), and persistence (downloaded, not downloaded, temporary, or permanent).

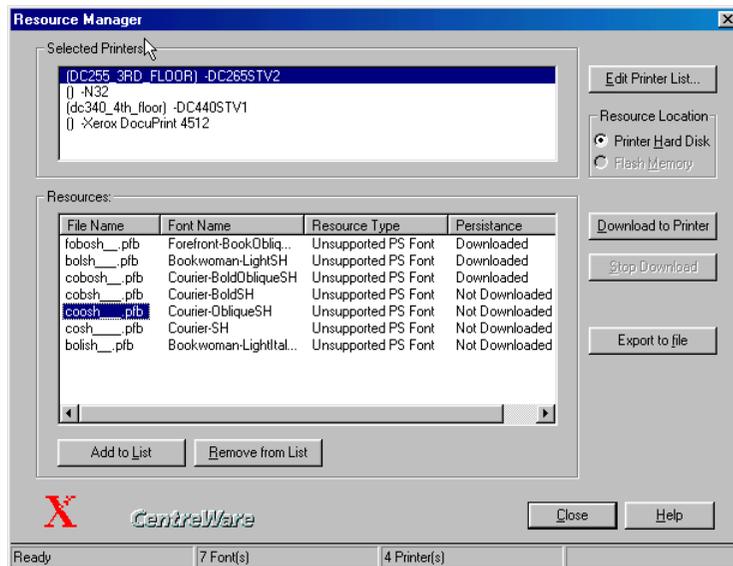


Figure 4-3: Resource Manager Dialog

Edit Resources

You can change the fonts that are listed in the Resource Manager dialog by adding or removing fonts from the resources list.

Removing Fonts from the Resources List

► **To remove a font:**

- 1 In the Resources list box, select the fonts that you wish to delete.
- 2 Click **Remove from list**.

The fonts are deleted.

Adding Fonts to the Resources List

► **To add a font:**

- 1 Click **Add to List**. The **Open** dialog appears.
- 2 Select a font file to add to the printer list.
- 3 Click **Open**.

The font is added to the Resources List and is available for downloading or exporting.

Editing the Printer List

- To change the printers that are listed in the Manage Resources dialog:
- 1 On the Resource Manager dialog, click **Edit Printer List**.
 - 2 Select or deselect printers by clicking the check box next to the printer name.
 - 3 Click **Apply**.

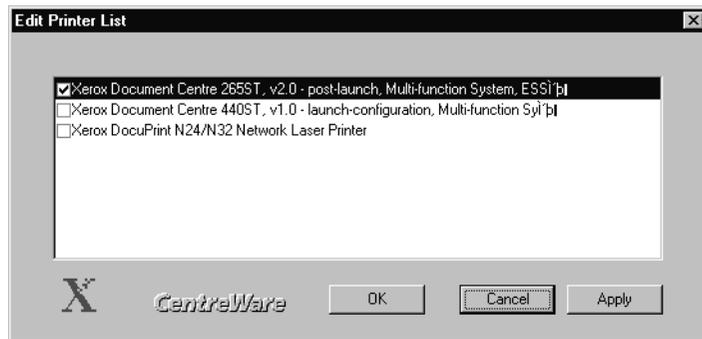


Figure 4-4: Edit Printer List Dialog

Downloading Fonts to a Printer

One or multiple fonts may be downloaded to one or multiple printers that are listed in the printer list.

► To download fonts:

- 1 In the Selected Printers Box, on the Resource Manager dialog, add the printers to which you want to download fonts.
- 2 Select the **Resource Location** to which the fonts will be downloaded, either Printer Hard Disk or Printer Flash (SIMM) if configured.
- 3 Select the fonts that you want to download. The Font Management Utility displays the file names, font name, types, and persistence of the fonts to be downloaded. If Windows True Type Fonts are selected, the utility prompts you to select the interpreters (PCL or PostScript or both) for which the fonts are to be made available.
- 4 Click **Download to Printer**.

The selected fonts begin downloading to the selected printers. The Font Management Utility performs a validity check on fonts that are downloading.

If a font cannot be downloaded, for example if a font file is invalid, an error message appears. If the Font Management Utility determines that a printer's interpreter will not support a selected font, the font will not be downloaded. The status will change in the Persistence column of the Resources list box, indicating whether that font was successfully downloaded.

If fonts are already installed on a printer, you will be prompted or a warning message will appear indicating this condition.

When the download is complete, a message appears stating that the process finished successfully.

Exporting Fonts to a File

▶ To export fonts to a Print-ready (.prn) file:

- 1 Select a printer from the list.
- 2 Click **Manage Resources**.
- 3 Select either Printer Hard Disk or Printer Flash (SIMM), if configured, for the location of the fonts on the printer.
- 4 The available fonts appear in the Resources area of the dialog. Select the fonts that you want to export to a file.
- 5 Click **Export to File**.
- 6 In the Save As dialog that appears, type the file name and the directory location where the file will be saved.
- 7 Click **OK**.

The fonts are exported to the specified file.

Stop Download or Export during Processing

▶ To stop the font downloading or exporting file process:

- 1 Click **Stop Download**.
- 2 Confirm that you want to stop the process by clicking **Yes** in the confirmation dialog.

The download or export process is cancelled.



Installing and Using the Xerox TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare printer drivers (Windows 95/98/Me/NT/2000/XP) and for printing in Windows using LPR or Port 9100.

Bi-Directional communication (Bi-Di) allows a printer driver to communicate with the printer through your network. When the printer driver properties are accessed, the printer driver can acquire information from the printer, including its current operational status and configuration.

When printing with LPR or Port 9100 printing protocols, the Port Monitor enables the Windows print spooler to send documents to CentreWare Document Centres.

What's in this chapter:

- *Installing the TCP/IP Port Monitor* 5-2
- *Upgrading the TCP/IP Port Monitor* 5-3
- *Uninstalling the TCP/IP Port Monitor* 5-4
- *Accessing the Xerox Add TCP/IP Printer Port Wizard* 5-5
- *Adding and Configuring a TCP/IP Port* 5-6
- *Deleting a TCP/IP Port* 5-13

Installing the TCP/IP Port Monitor

The Xerox Printer Installer automatically installs the TCP/IP Port Monitor to your workstation during the Printer Driver installation when a peer-to-peer connection is chosen for your printer. The Port Monitor may also be installed, manually, on your workstation or a Windows NT/2000 print server. If you install the Port Monitor on a Windows NT/2000 terminal server, both NT and 2000 clients will be able to access the configuration and status information gathered by the port.

► To install the Port Monitor to a server or workstation:

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts. For an 95/98/Me/NT/2000/XP workstation or NT/2000 print server continue with the following steps.

NOTE: To install the Port Monitor on an NT terminal server you must use the **Add/Remove Programs** feature on the Start menu: Settings > Control Panel dialog to access the Port Monitor Setup.exe. When the **Install/Upgrade Port Monitor** dialog opens, continue with step 4.

- 2 Click **Utilities**.
- 3 Click the **Install Port Monitor** wizard for your operating environment:
 - 95/98/Me
 - NT/2000/XP
- 4 Select **Install/Upgrade Port Monitor**. Click **OK**.
- 5 If you receive a prompt to stop the Windows print spooler, click **OK**. The Windows print spooler must be stopped before the appropriate extension file can be removed for the installation. The spooler is restarted when the installation is completed.
- 6 The files are copied to the server or workstation. On the success dialog, click **OK**.

The Port Monitor is installed and available for use when adding/configuring a TCP/IP port.

Upgrading the TCP/IP Port Monitor

► To upgrade the Port Monitor:

NOTE: To upgrade the Port Monitor on an NT terminal server, you must use the **Add/Remove Programs** feature on the Start menu: Settings > Control Panel dialog to access the Port Monitor Setup.exe. When the **Install/Upgrade Port Monitor** dialog opens, continue with step 4.

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts. For an 95/98/Me/NT/2000/XP workstation or an NT/2000 print server, continue with the following steps.
- 2 Click **Utilities**.
- 3 Click the **Install Port Monitor** wizard for your operating environment:
 - 95/98/Me
 - NT/2000/XP
- 4 Select **Install/Upgrade Port Monitor**. Click **OK**.
- 5 If you receive a prompt to stop the Windows print spooler, click **OK**. The Windows print spooler must be stopped before the appropriate extension file can be removed for the upgrade. The spooler is restarted when the upgrade is completed.
- 6 The files are copied to the server or workstation. On the success dialog, click **OK**.
- 7 The Port Monitor is upgraded.

Uninstalling the TCP/IP Port Monitor

- To uninstall the Port Monitor:
- 1 Disconnect all printers from TCP/IP ports. If any printers are connected, a warning appears, indicating that the uninstall process cannot continue.
 - 2 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts. Click **Utilities**.
 - 3 Click the **Install Port Monitor** wizard for your operating environment:
 - 95/98/Me
 - NT/2000/XP
 - 4 Select **Remove Port Monitor**. Click **OK**.
 - 5 The files are removed from the server or workstation. At the success prompt, click **OK**.

The Port Monitor files and registry entries are removed.

NOTE: To uninstall the Port Monitor on an NT terminal server you must use the **Add/Remove Programs** feature on the Start menu: Settings > Control Panel dialog, rather than the CentreWare Port Monitor CD wizard.

Accessing the Xerox Add TCP/IP Printer Port Wizard

The Xerox Add TCP/IP Printer Port Wizard steps you through the process of adding a port for a printer on your network. The wizard locates a printer and then automatically configures a TCP/IP port for it. You access the wizard from the printer driver when you select to add a port.

Additionally, if the wizard cannot locate a printer and automatically configure the port for it, you can specify parameters for defining the port and then configure it manually.

Accessing the Wizard

► **To access the wizard:**

- 1 Select **Start > Settings > Printers**.
- 2 Right-click on the desired printer and select **Properties**.
- 3 Select:
 - the **Details** Tab (95/98/Me).
 - the **Ports** Tab (NT/2000/XP).
- 4 Click **Add Port**. The Add Port dialog opens.
- 5 For 95/98/Me, select **Other**, then select **Xerox TCP/IP Port** and click **OK**. The Xerox TCP/IP Port Wizard opens.

–Or–

For NT/2000/XP, select **Xerox TCP/IP Port** and click **New Port**. The Xerox Add TCP/IP Printer Port Wizard opens.

Adding and Configuring a TCP/IP Port

► To add and configure a port using the wizard:

- 1 On the Xerox TCP/IP Port dialog, click **Next** to continue. The Add Xerox TCP/IP Port dialog opens.

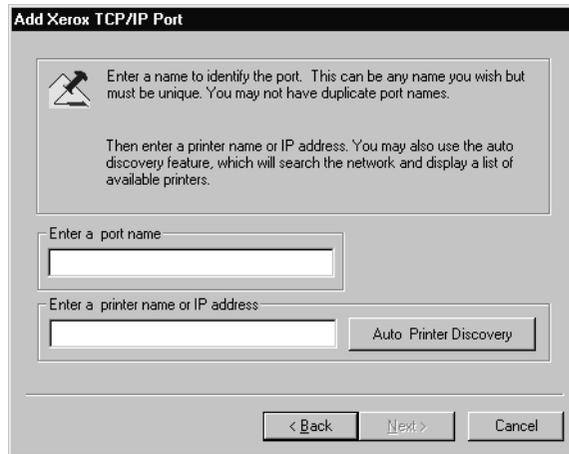


Figure 5-1: Add Xerox TCP/IP Port dialog

- 2 Type a name for the printer port. This name can be up to 50 characters in length and must be unique. The port name cannot match any other port name that is configured on your network.
- 3 Perform one of the following steps:
 - Type the desired printer's DNS name or IP address.
 - Click **Auto Printer Discovery** if you do not know the printer's DNS name or IP address.

The Auto Printer Discovery searches your local network for printers.

If no printers are listed click **Refresh**. A local search on the network is initiated. When finished, a dialog displays a list showing the results. If no printers are discovered, click **Subnets** to extend the search. See *Subnets Dialog* on page 5-12.

- 4 Select a network printer for this port. Click **OK**.

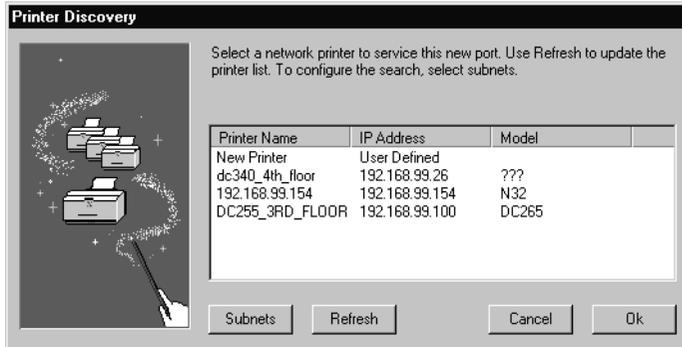


Figure 5-2: Printer Discovery Dialog

- 5 On the Add Xerox TCP/IP Port dialog, click **Next**. The port is automatically configured to the default port settings. The settings are displayed on the Completing Dialog.

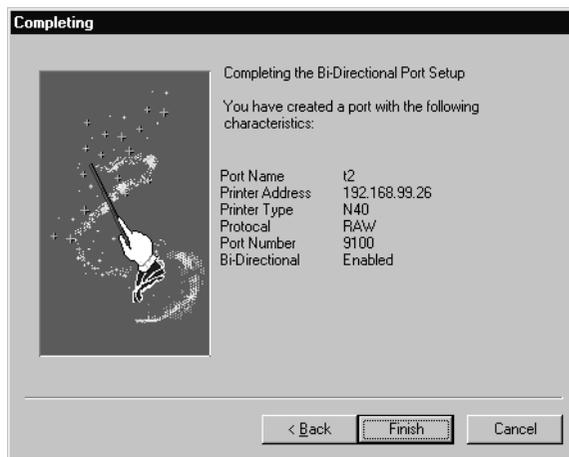


Figure 5-3: Completing the Bi-Directional Port Setup Dialog

- 6 On the Completing dialog, click **Finish** if the information is correct. If the settings are not correct, click **Back**; an Additional Information dialog appears.

Additional Information Dialog

If you know that the printer's IP address or DNS name is correct, but the printer cannot be located on your network, an additional information dialog appears. This dialog is used to input additional information about a printer, so that the Add TCP/IP Printer Port Wizard can configure the port.

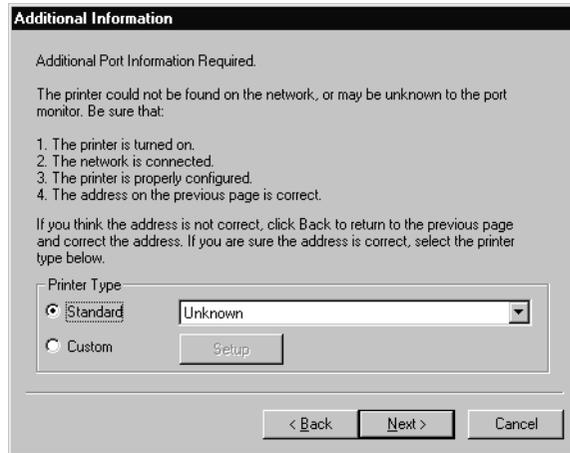


Figure 5-4: Additional Information dialog

To add and configure a port for a printer that cannot be located:

- ▶ Perform one of the following procedures:
 - If you know the printer type, click **Standard** and select a printer type from the drop-down list.
Click **Next**. The port is configured. The settings are displayed on the completion dialog.
If all the settings are correct, click **Finish**.
 - OR-
 - If the printer type is not listed in the Standard drop-down list, click **Custom**. The Xerox TCP/IP Port - Configuration dialog appears, on which you can manually configure the port settings.

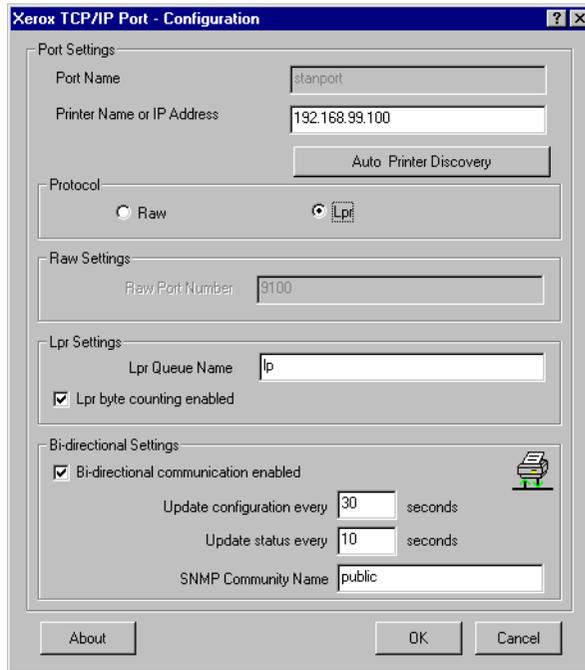


Figure 5-5: Xerox TCP/IP Port – Configuration Dialog

Click **OK** to apply the settings.

Manually Configuring a TCP/IP Port

You can use this procedure to configure manually the current settings for a port.

► **To configure a TCP/IP port:**

- 1 Select **Start > Settings > Printers**.
- 2 Right-click on the desired printer and choose **Properties**.
- 3 Select
 - the **Details** Tab (95/98/Me).
 - the **Ports** Tab (NT/2000/XP).
- 4 Select the Xerox TCP/IP Port that you want to configure or edit.
- 5 Click
 - **Port Settings** (95/98/Me).
 - **Configure Port** (NT/2000/XP).

The Xerox TCP/IP Port - Configuration dialog appears.

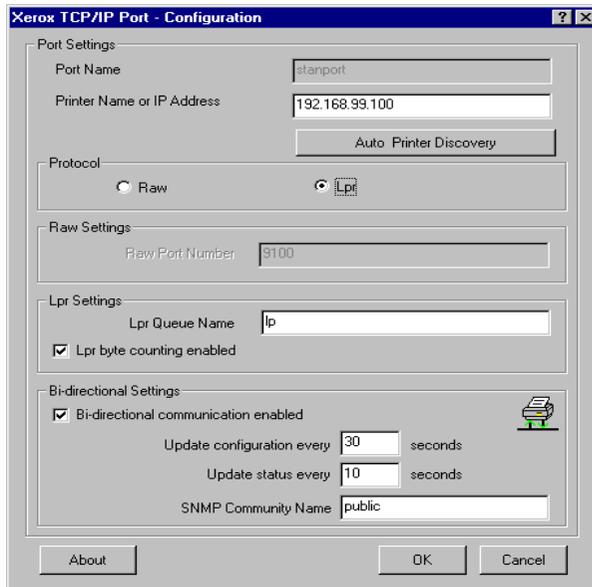


Figure 5-6: Xerox TCP/IP Port Configuration Dialog

- 6 Several settings are available for modification, including:
 - Printer Name or IP Address
The DNS printer name or IP address of the connected printer.
 - Protocol
Supported protocol, either LPR or RAW (port 9100).
 - Raw Settings
TCP port number, usually port 9100 which is the setting default.
 - LPR Settings
The queue name is used to specify the LPR queue name. Most Xerox Document Centre products use Ip for the name of the remote print server or queue.
 - Bi-directional Settings:
 - Bi-directional communication enabled—enables or disables bi-directional status and configuration information through the port.
 - Update configuration—specifies how often the network is polled for changes to the connected printer's configuration. The minimum setting is 5 seconds and the maximum is 600 seconds or 10 minutes.
 - Update status—specifies how often the printer is polled for changes in its status. The minimum setting is 5 seconds and the maximum is 600 seconds or 10 minutes.
 - SNMP Community Name—specifies the name of the SNMP community in which the printer resides. The default is public.
- 7 When finished, click **OK** to apply the settings.

Subnets Dialog

The Subnets dialog enables you to extend the search for printers on your network.

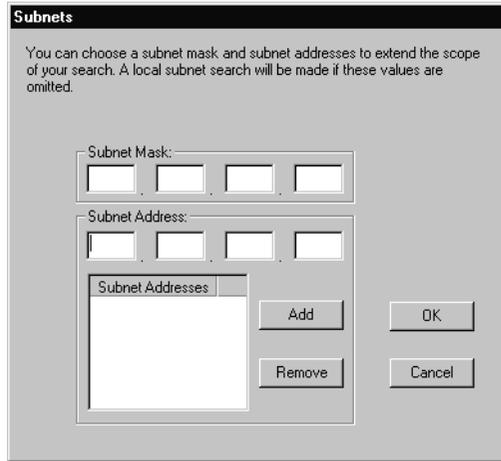


Figure 5-7: Subnets Dialog

► To search the subnets:

- 1 Enter Subnet Mask or Subnet Addresses to refine the search. Click **Add** to add the Subnet information to the Subnet Address List.
- 2 When finished, click **OK** to perform the subnet search. The Auto Printer Discovery returns IP address(es) for printers found in the subnet search.
- 3 On the Printer Discovery dialog, Click Refresh to update the dialog.

See *Printer Discovery Dialog* on page 5-7.

Deleting a TCP/IP Port

► **To delete a TCP/IP port:**

- 1 Select **Start > Settings > Printers**.
- 2 Right-click on the desired printer and select **Properties**.
- 3 Select
 - the **Details** Tab (95/98/Me).
 - the **Ports** Tab (NT/2000/XP).
- 4 Select the TCP/IP port to delete.
- 5 Click **Delete Port**.
- 6 On the confirm dialog, click **Yes** to delete the selected port.

The port is removed.



Installing and Using the TIFF Submission Tool

The TIFF Submission Tool enables you to submit TIFF (Tagged Image File Format) and PDF (Portable Document Format) files directly to a Document Centre for printing.

The primary advantage of this application is that it does not add additional PostScript information to the submitted file (often referred to as a PostScript wrapper). Instead, the TIFF or PDF files are submitted as print ready files. This enables the Document Centre RIP (Raster Image Processor) to process TIFF and PDF files very quickly.

What's in this chapter:

- *Workstation Requirements* 6-2
- *Supported Document Centres* 6-2
- *Installing the TIFF Submission Tool* 6-3
- *Uninstalling the TIFF Submission Tool* 6-4
- *Features and Options* 6-5
- *Using the TIFF Submission Tool* 6-6

Workstation Requirements

The TIFF Submission Tool can be used on workstations that meet the following basic requirements:

- Windows 95, 98
- Windows NT 4.0
- Windows 2000
- Windows XP
- 4 MB of hard drive space

NOTE: Your Document Centre must have a TIFF interpreter in order to use this tool.

Supported Document Centres

The following Document Centre models only support TIFF printing via the TIFF Submission Tool:

- DC 490/480/470/460
- DC 555/545/535

NOTE: Only the latest versions that are compatible with CentreWare 5.30 and 5.40 provide the required TIFF Interpreter. Check your Document Centre configuration to confirm this requirement.

Installing the TIFF Submission Tool

Use the following procedure to install the TIFF Submission Tool software on a Windows workstation.

► **To install the TIFF Submission Tool:**

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.
- 2 Click **Utilities**.
- 3 Click **Install TIFF Submission Tool**.
- 4 Click **Next** on the opening dialog of the installation wizard.
- 5 Read the Software License agreement and click **Yes**.
- 6 Enter your user and company information. Click **Next**.
- 7 Click **Finish**. The CentreWare TIFF Submission Tool is ready for use.

Uninstalling the TIFF Submission Tool

Use the following procedure to uninstall the TIFF Submission Tool software on a Windows workstation.

► **To uninstall the TIFF Submission Tool:**

- 1 Double-click **My Computer** > **Control Panel** > **Add/Remove Programs**.
- 2 Select Xerox CentreWare TIFF Submission Tool from the list of software in the Add/Remove Programs dialog.
- 3 Click
 - **Add/Remove** (Windows 9x and NT).
 - **Change/Remove** (Windows 2000 and XP).
- 4 Click **Yes** on the Confirm File Deletion dialog.
The uninstall process runs to completion.
- 5 Click **OK** when the uninstall program is successfully completed.

Features and Options

The TIFF Submission Tool allows you to send single or multiple TIFF or PDF files to a Document Centre.

TIFF and PDF file submissions allow you to:

- Enable the Accounting feature
- Select paper and output options for your document.
- Select printing performance options

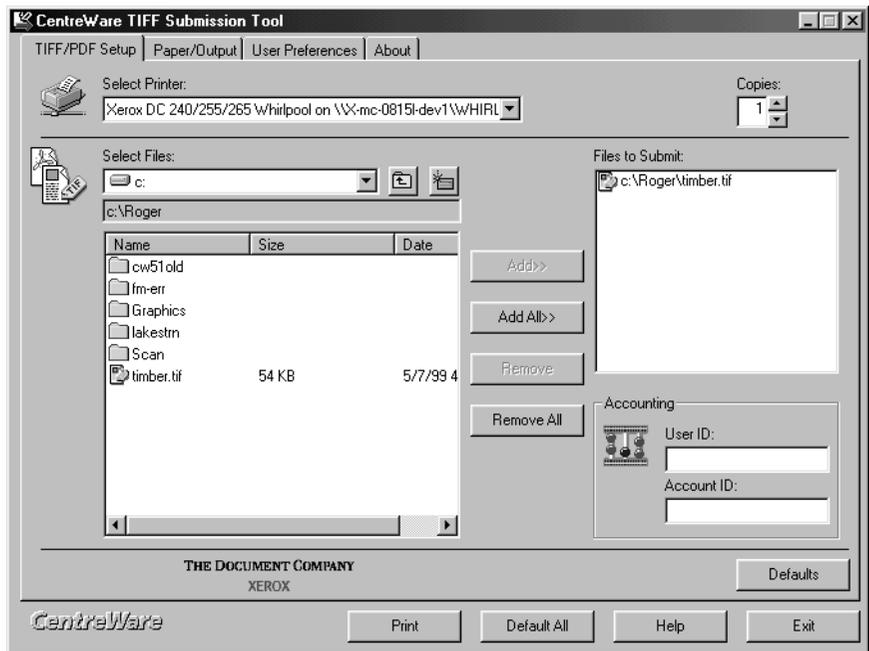


Figure 6-1: TIFF Setup Tab

Using the TIFF Submission Tool

Starting the TIFF Submission Tool

▶ **To start the application:**

Click **Start > Programs > Xerox CentreWare > CentreWare TIFF Submission Tool**.

Printing a TIFF or PDF File

▶ **To submit TIFF or PDF files for printing:**

- 1 Select a compatible printer from the **Select Printer** list.
- 2 Indicate the number of copies to be printed.
- 3 Locate the TIFF or PDF files to be printed.
- 4 Select each file name, then click **ADD** (or double-click the file name) to place the file name in the **Files to Submit** box.
- 5 Enter Personal Accounting codes (if Accounting is enabled and Accounting codes are not saved between sessions).
- 6 Click **Print**. The TIFF or PDF file prints at the Document Centre.

NOTE: Only the default settings are available for printing PDF files. Any changes that are made to the default settings result in a Post Script error when printing PDF files.

Paper/Output Options

► To use the Paper/Output Options:

- 1 Choose the paper size.
- 2 Select the 2-Sided Printing (1 or 2-Sided) and Image Orientation (Portrait, Landscape) options. (TIFF printing only)
- 3 Select other optional features (Banner Sheet, Finishing, Job Type, Hole Punch, and Output Destination) as needed.

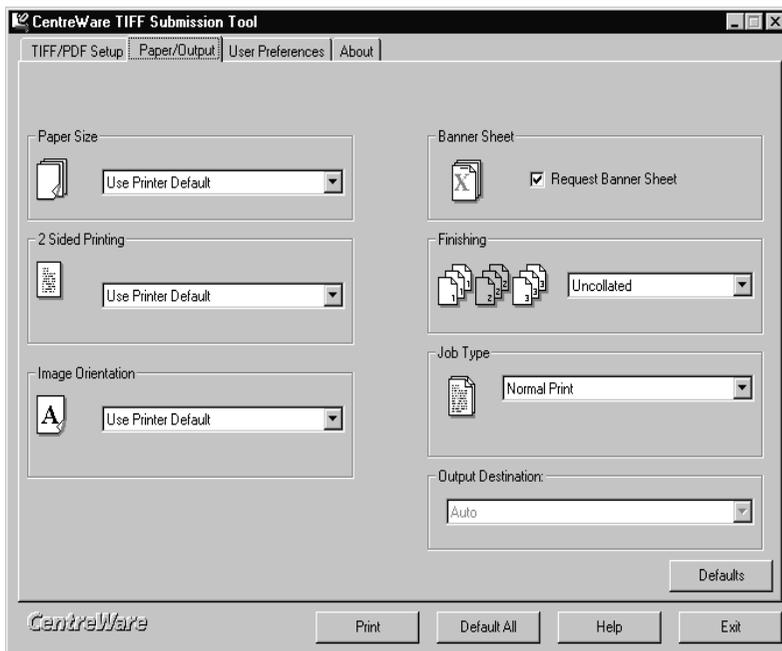


Figure 6-2: Paper/Output Tab

Accounting Options

► To use Accounting Options:

- 1 On the User Preference Tab select **Use Network Accounting** to activate the accounting options. The icon appears in full color, indicating Accounting is activated.
- 2 Check **Save Accounting Codes**. (Optional) Selecting this option saves accounting codes between sessions.
- 3 Check **Conceal User ID** and **Conceal Account ID**. (Optional) Selecting these options will cause asterisks to display in place of alphanumeric characters within the Accounting text boxes on the TIFF/PDF Setup tab.

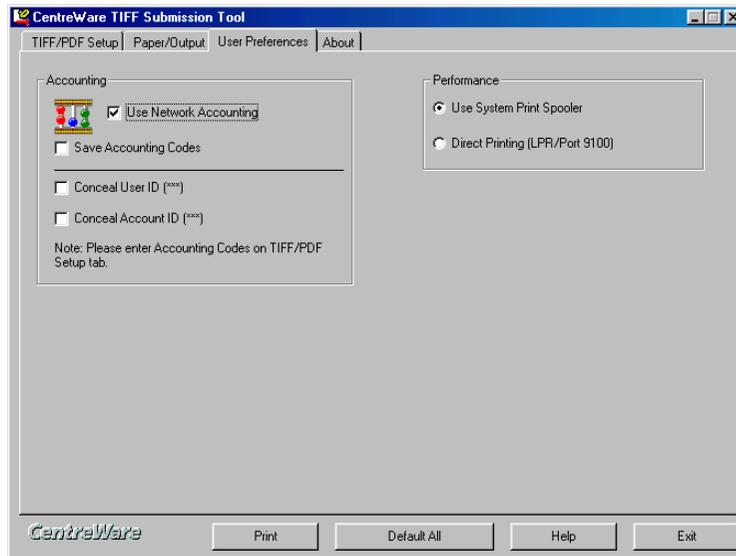


Figure 6-3: User Preference Tab

Performance Options

► To configure the TIFF Submission Tool for printing:

Select the User Preference Tab and check one of the following options to activate it. See *Figure 6-3 User Preference Tab*.

- 1 **Use System Print Spooler.** This option configures the TIFF Submission Tool to send print jobs to the printer using the Print Spooler on your computer. This is the default setting for the TIFF Submission Tool.
- 2 **Direct Printing.** This option configures the TIFF Submission Tool for TCP/IP based printing via LPR or Port 9100. Direct Printing is typically much faster than printing using the Print Spooler. However, this option does not offer any form of error checking. If you experience any problems with this option, you should reconfigure the TIFF Submission Tool to use the System Print Spooler.

NOTE: When Direct Printing is active, a **Configure Printers** button appears on the TIFF/PDF Setup tab. You can use the Configure Printers button to select and configure a printer for LPR or Port 9100 printing.



Problem Solving

Application, device, and network errors can occur in a variety of printing situations. In many cases, simply restarting the application, the workstation, or the printer will resolve the problem. This chapter includes some of the common problems and Frequently Asked Questions that pertain to CentreWare Print and Fax Drivers and printing to the Document Centre.

What's in this chapter:

- *Troubleshooting a Problem* 7-2
- *Common Issues* 7-3
- *Frequently Asked Questions* 7-9

Troubleshooting a Problem

When a problem persists, document the error messages and gather information to define the problem. The following problem solving procedures are recommended:

- Accurately define the problem. When, where, and how does the problem occur?
- Reproduce the problem. Can the problem be reproduced consistently or is it an intermittent problem?
- Ask other users if they have encountered the problem, and keep a log to track problem occurrences.
- Examine the data for trends and the common attributes that may be related to the problem. For example, does the problem occur only with a specific printer or on a specific workstation/network configuration?
- Review the product documentation, including the README files and the Help Centre Problem Solving topics, to see if any similar problems are documented.

If a cause and solution to the problem cannot be identified, call the Xerox Welcome Center to report the error information. Provide the support representative with the documentation that you have gathered to define the problem.

Common Issues

This section discusses some common application and printer driver functionality issues.

Adobe Acrobat Printing

All versions of Adobe Acrobat have exhibited various forms of distorted output when printing from a PCL driver. Stray lines, random character spacing, and data loss have been observed on various PDF documents. The CentreWare PostScript driver is recommended for printing Acrobat PDF files.

AdobePS 4.3.1 Compatibility Issues

Some of the features provided by the core Adobe print driver (which is used by the Document Centre PostScript driver for Windows 95/98/Me) are not supported in certain applications. These applications may simply ignore the feature and not function at all, or a printing error may result in some rare cases.

The following table includes most of the known application incompatibility issues for the Windows 95/98/Me PostScript driver:

Application	Printer Driver Feature
Acrobat 3.02, 4.0	Rotated Landscape, Mirror Image, Negative Image
Corel Draw! 8.0	Scaling, Rotated Landscape, Watermark, Euro
Framemaker 5.56	Rotated Landscape
Freehand 7.0, 8.0	Multiple Up (N-up), Scaling, Rotated Landscape, Watermark, Mirror Image
Illustrator 8.0	Watermark, Euro
PageMaker 6.5	N-up, Scaling, Rotated Landscape, Watermark, Mirror Image, Negative Image, Euro
Photoshop 4.0, 5.0, 5.5	Watermark, Euro
QuarkXPress 3.32, 4.0	N-Up, Rotated Landscape, Mirror Image, Watermark, Euro
WordPerfect 7.0	Rotated Landscape

Table 7-1: Application and CentreWare Printer Driver Feature Issues

Booklet and Multiple-Up (N-Up) Printing

Some applications do not support booklet or N-up printing.

- Microsoft Word mail merge documents cannot be printed as booklets or N-up.
- Occasionally, data loss can occur when printing a booklet from Adobe Acrobat in Windows NT. If this occurs, turning off the **Enable PostScript Passthru** option in the printer driver may resolve the problem.
- With Windows 95/98/Me PCL drivers, you may need to reset the Booklet or N-Up settings before you save your documents. Some applications, such as Microsoft Word 97, will save the scaling factor with the document. When the document is reopened later, the text and graphics may print in a reduced format unless you reset the **N-Pages Up** option on the print driver Layout/Watermark tab to 1-Up prior to printing. It is generally best to reset this option to 1-Up before you save and close your documents.
- With the Windows 95/98/Me PCL5e printer driver, N-up and booklet printing features do not work properly with Corel Draw version 8.
- With the Windows 95/98/Me PCL5e printer driver, use PCL Raster mode to print large N-Up/Booklet documents that do not print properly in Vector mode.

Custom Paper Sizes in Windows NT

The Custom Sizes button may be inactive on Windows NT workstations if the print driver is opened from an application. When this situation occurs, you must open the print driver from the Windows NT Printers Folder (right-click and select **Document Defaults**) to change the Custom Paper Sizes before you open the application.

Euro Symbol

The Xerox Euro font family was created to support the imaging of the Euro currency symbol with fonts that do not yet support this character. The Xerox Euro font family consists of the Euro symbol in various styles and weights designed to work in conjunction with most popular font styles. Many styles include a symbol at numeric width, which conforms to the standard design rules of the Euro symbol, as well as a designer version of the character, created to more closely resemble the original font. To use the symbol, set the font selection to Xerox Euro and type the keystroke that corresponds to the type style you are using.

- Xerox Euro Fonts are provided on the CentreWare CD within the \drivers\fonts folder.
- Additional information and font installation instructions are available via the internet on the Xerox website at www.Xerox.com. Windows 95/98/Me users should go to the Microsoft web site to download a system update for the Euro symbol.

NOTE: Free product updates for Windows 95/98/Me/NT and Windows 2000, enable users to input and display the Euro symbol in applications that are Euro symbol-enabled.

- If the fonts on your printer are not updated to include the Euro, a box will be printed instead of the Euro symbol. A workaround for this problem is to send Euro fonts to the printer as bitmapped images.
- For PCL drivers, select the **Always Send to Printer** option in the CentreWare PCL driver (Image Options tab) when printing the Euro symbol. If problems persist when printing the Euro symbol, select the **Send as Graphics** option.

PDF Printing

- When printing a PDF, sending a large file may result in the printing of print limit check error sheets or only a banner sheet. If this occurs, print the PDF file using the PostScript printer driver or try printing the PDF file using LPR.
- Windows 95/98/Me PCL5e printer drivers have occasional problems with some PDF files, resulting in blank characters and incorrect fonts within the printed documents.

Microsoft Applications

Excel

- To change the job type options for any individual document, you must set the job type from within Microsoft Excel (**Page Setup** dialog). Job type changes for an individual document will not take effect if you invoke the CentreWare printer driver from the Printers folder.
- Excel will generate multiple print jobs instead of multiple copies of a single document. This behavior can result in performance degradation, as well as inoperability of features, such as Sample Set, that depend on multiple set printing. There is no known workaround for this problem.
- Excel may have occasional problems with documents that contain a mix of portrait and landscape pages. Selecting a different print driver, then reselecting the original print driver may help to resolve this problem.

PowerPoint

The Microsoft PowerPoint feature that optimizes black and white printing will produce undesired results when **Raster** output is selected as the Graphics Mode in the CentreWare printer driver. Do not choose the black and white option in PowerPoint if **Raster** output is required.

Word 6.0

- If you access the print drivers via Microsoft Word Version 6.0, any changes made to the print driver settings will be saved as the new default settings. This will impact all applications that use the same printer driver.
- Custom paper sizes will not work with Microsoft Word Version 6.0. This version of Word will automatically change any custom paper size defined in the CentreWare print driver to the nearest standard paper size.
- Word 6.0 may ignore some print driver setting changes when the printer driver is opened from Word and a file is printed immediately after the changes are made. If this occurs, it may be necessary to close and reopen the Print dialog within Word (**File > Print**).

PCL Printer Driver

Raster Mode

Use the **PCL Raster Mode** option to print the following document types with the Windows 95/98/Me PCL5e printer driver:

- Web pages with animated images.
- Printing Corel Draw documents. Corel Draw may generate an excessive number of Vector commands, which may result in large amounts of processing time for each job.

Print Colored Text in Black

This feature may not work with some applications, or you may have to select the option from within the application if it is supported. Certain applications, such as WordPerfect and MS Publisher, always print text as graphics or may default to the graphics mode when memory is low or when the text is very complex. When these circumstances occur, the **Print Colored Text in Black** feature in the CentreWare PCL printer drivers will not work.

Watermark Prints in Foreground Instead of Background

With some applications, the CentreWare PCL drivers may appear to print watermarks in the foreground even when the background printing option is selected in the driver. This is due to the different methods applications used to send data to the printer.

The only known workaround for this problem is to reduce the density of the watermark so that it will not overwrite the text in your document.

Port Monitor installation (upgrade or uninstall) on an NT Terminal Server

In order to install, upgrade, or uninstall the Xerox TCP/IP Port Monitor on an NT Terminal Server, you must use the Add/Remove Programs feature on the Windows: Settings > Control Panel dialog to access the Port Monitor Setup.exe. This limitation seems to apply to any application installation on the NT Terminal Server. If you attempt to install or upgrade the Port Monitor on an NT Terminal Server by using the CentreWare Install/Upgrade Wizard, without first using the Add/Remove Programs feature, the installation/upgrade will start but will end with an error message stating that the Add Monitor failed.

Sample Set Not Supported in Framemaker

Some applications generate print data that is intended for *page printers* rather than *document printers*, like the Document Centre series. When the print data is sent in this format, the Document Centre will print the first set of a **Sample Set** job, but the remaining sets of the document will be discarded. There is no known workaround for this problem.

Watermarks

The **Watermark** preview image in the print drivers may not provide an exact replica of the printed watermark under all conditions. This is primarily due to font and/or resolution differences between the display monitor and the printer. Using equivalent True Type fonts instead of printer resident fonts will help minimize the differences.

WordPerfect

- With WordPerfect 8.x running in Windows, you cannot staple multiple jobs as separate documents. For example, if you print three sets of a 3-page document, WordPerfect will deliver all three sets as a single 9-page document.
- Sample Set job types will not work with WordPerfect 8.x for Windows.
- B4, JIS, B4 ISO, B6, and A6 paper sizes do not print with WordPerfect 8.x for Windows.
- The scaling option in WordPerfect versions 7, 8, and 9 will override the **Scaling** option in the CentreWare drivers. Use the scaling option in the Print/Customize property sheet to adjust scaling rather than the CentreWare print driver scaling option.
- With WordPerfect 6.1, the Playbill font may not print correctly when the **Use Printer Fonts** option is selected because the printer does not support the Playbill font.

Frequently Asked Questions

■ How do I obtain printer drivers?

Printer drivers are available on the CentreWare Print and Fax Drivers CD-ROM or from the CentreWare website at www.Xerox.com. See *Obtaining CentreWare Print and Fax Drivers* on page 1-4 for more information.

■ How do I determine what printer driver is needed?

The following information is necessary to determine the correct printer driver:

- model of the Document Centre, for example, DC 535
- operating system environment, for example, Windows NT
- type of printer driver, for example, PostScript or PCL.

NOTE: For Windows NT environments, if you are upgrading a PostScript printer driver from an existing one, you will additionally need to know the version of the printer driver that you are currently using (upgrading from). To find out, access the printer driver properties and click the About tab. If your current driver is a CentreWare version that is previous to 5.2, contact customer support before performing an upgrade.

■ How do I obtain a custom driver for an environment, such as DOS or a mainframe platform?

For DOS or other platforms, which are not supported by CentreWare Document Centre printer drivers, the PDL (Printer Description Language) Reference Guide is available by accessing DC Tips at www.Xerox.com. The PDL Reference Guide contains syntax information about the extended features of the Document Centre, which can be used to customize printing in unsupported environments.

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