



# **CentreWare<sup>TM</sup>**

## **PRINT AND FAX SERVICES USER GUIDE**

### *Using Print and Fax Services*



Release 5.2 SP1

JUNE, 2000

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# Table of Contents

<b>Introduction</b>	<b>xi</b>
What is CentreWare?	xi
Who Should Use this Guide?	xiv
What's New in this Release?	xiv
How to Use the Documentation Set	xv
Network Services Guide	xv
Network Print and Fax Services User Guide (this Guide)	xv
Help	xvi
Where to Get CentreWare Support	xvii
Internet Support	xvii
Telephone Support	xvii
<b>Chapter 1 Introducing Network Services</b>	<b>1-1</b>
Network Print and Fax Services	1-2
Printer/Fax Drivers	1-2
Conductor	1-3
Fax Phonebook	1-3
TIFF Submission Tool	1-3
<b>Chapter 2 Using the Conductor</b>	<b>2-1</b>
Conductor Interface	2-2
Toolbar	2-3
Taskbar Icons	2-4
Customizing the Conductor Interface	2-5
Conductor Display Options	2-7
CentreWare Monitoring	2-8
My Jobs Monitor	2-9
Printer Monitors	2-9
Status	2-11
Properties	2-12

Job List .....	2-13
Completed Jobs .....	2-13
Creating and Customizing Printer Monitors .....	2-14
Customizing Printer Status .....	2-16
Refresh .....	2-17
Completed Jobs Setting .....	2-18
Job Management .....	2-19
Printers Folder Options .....	2-21
Document Centre Home Page .....	2-22
Drag and Drop Printing .....	2-23
<b>Chapter 3 Using the Fax Phonebook .....</b>	<b>3-1</b>
Accessing the Fax Phonebook .....	3-2
Functions of the Fax Phonebook .....	3-4
Adding Entries .....	3-5
Individual Entries .....	3-5
Group Entries .....	3-5
Faxing Documents .....	3-6
<b>Chapter 4 Using Windows Printer Drivers .....</b>	<b>4-1</b>
Printer Driver Overview .....	4-2
PCL vs. PostScript Printing .....	4-2
PCL .....	4-2
PostScript .....	4-2
Accessing Printer Driver Options .....	4-3
Printing to the Document Centre .....	4-4
Printing Options .....	4-5
Delayed Print Option .....	4-5
Windows 95/98/NT .....	4-5
Windows 2000 .....	4-6
Secure Print Option .....	4-7
Windows 95/98/NT .....	4-7
Windows 2000 .....	4-8
Releasing a Secure Print Job at the Document Centre .....	4-8
Sample Set (Proof Print) Option .....	4-9
Windows 95/98/NT .....	4-9
Windows 2000 .....	4-10
Releasing or Deleting a Job at the Document Centre .....	4-10

Encapsulated PostScript File (EPS) Option .....	4-11
Windows 95/98/NT .....	4-11
Windows 2000 .....	4-12
2-Sided Printing (Duplex) Option .....	4-13
Windows 95/98/NT .....	4-13
Windows 2000 .....	4-14
Collate/Staple Output Option .....	4-15
Windows 95/98/NT .....	4-15
Windows 2000 .....	4-16
Cover Option .....	4-17
Windows 95/98/NT .....	4-17
Windows 2000 .....	4-18
Transparency Separators Option .....	4-19
Windows 95/98/NT .....	4-19
Windows 2000 .....	4-20
Mailbox Option .....	4-21
Windows 95/98/NT .....	4-21
Windows 2000 .....	4-21
Watermark Option .....	4-22
Printing a Watermark .....	4-22
Creating or Editing a Watermark .....	4-24
N-Up Printing Option .....	4-26
Windows 95/98/NT .....	4-26
Windows 2000 .....	4-26
Booklet Creation Option .....	4-27
Custom Paper Size Option .....	4-28
Windows 95/98/NT .....	4-28
CentreWare Monitoring Option .....	4-29
Monitoring Documents .....	4-29
Accounting Option .....	4-30
Enabling Accounting .....	4-31
Submitting a Print Job with Accounting Enabled .....	4-33
Faxing .....	4-34
Windows 95/98/NT .....	4-34
Windows 2000 .....	4-35
Sending a Fax .....	4-35
Configuring Faxing on NetWare Networks for Windows 2000 ...	4-36

## **Chapter 5 Using Macintosh Printer Drivers ..... 5-1**

Printing to the Document Centre .....	5-2
Printing Options .....	5-3
Accounting Option .....	5-4
Background Printing Option .....	5-5
Banner Sheet Option .....	5-5
Brightness Option (DC 240/255/265 and 45x/46x/47x/48x only) .....	5-6
Collate and Staple Options .....	5-7
Cover Option .....	5-8
Delayed Print Option .....	5-9
DocuTech 135 Emulation Option (DC 240/255/265 and 45x/46x/47x/48x only) .....	5-9
N-Up Option .....	5-10
Print to File Option .....	5-10
Resolution Option .....	5-11
Sample Set (Proof Print) Option .....	5-12
Secure Print Option .....	5-13
Two Sided Printing (Duplex) Option .....	5-14
Transparency Option .....	5-15
Watermark Option .....	5-15
Faxing Option (DC 220/230/332/340 and 420/432/440) .....	5-16
Fax Phonebook .....	5-16
Creating a Fax Phonebook .....	5-17
Sending a Fax .....	5-18
Sending a Delayed Fax .....	5-19

## **Chapter 6 Using UNIX DCPR ..... 6-1**

Graphical User Interface Printing .....	6-2
Command Line Printing .....	6-4
Print Options .....	6-5
Document Centre 220/230/332/340 and 420/432/440 .....	6-5
Document Centre 240/255/265 and 45x/46x/47x/48x .....	6-7
DCPR Print Options .....	6-10
Accounting Option .....	6-10
Enable Accounting .....	6-10
Using Accounting .....	6-11
Banner Sheet Option .....	6-11

Collate and Staple Option .....	6-12
Configuring Installed Options .....	6-13
Covers Option .....	6-14
Delayed Print Option .....	6-15
Draft Mode Option .....	6-15
Image Quality Option (DC 240/255/265 and 45x/46x/47x/48x only) .....	6-16
Orientation Option (DC 240/255/265 and 45x/46x/47x/48x only) .....	6-16
Print to PostScript File Option .....	6-17
Resolution Option .....	6-17
Sample Set Print (Proof Print) Option .....	6-18
Secure Print Option .....	6-19
TIFF File Printing Option .....	6-20
PDF File Printing Option .....	6-20
Two Sided Printing Option .....	6-21
Transparency Option .....	6-21
Faxing .....	6-22
Highlights .....	6-22
Sending a Fax .....	6-23
Scheduled Fax .....	6-26
Fax Phonebook .....	6-27
Creating a Record .....	6-27
Editing or Deleting a Record .....	6-28
Creating a Group .....	6-28
Editing a Group .....	6-29
Creating a Fax Phonebook .....	6-30
Opening a Fax Phonebook .....	6-31
<b>Chapter 7 Using OS/2 Printer Drivers .....</b>	<b>7-1</b>
Printing to the Document Centre .....	7-2
Printing Options .....	7-3
Accessing the Printing Options .....	7-3
Accounting Option .....	7-4
Enabling Accounting .....	7-5
Submitting a Job Using Accounting .....	7-5
Banner Sheet Option .....	7-6
Document Centre 220/230/332/340 and 420/432/440 .....	7-6
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-6

Bitmap Smoothing Option (DC 220/230/332/340 and 420/432/440 only) .....	7-7
Booklet Creation Option (DC 220/230/332/340 and 420/432/440 only) .....	7-7
Collate and Staple Option .....	7-8
Document Centre 220/230/332/340 and 420/432/440 .....	7-8
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-9
Covers Option .....	7-9
Document Centre 220/230/332/340 and 420/432/440 .....	7-9
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-10
Delayed Print Option .....	7-10
Document Centre 220/230/332/340 and 420/432/440 .....	7-10
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-11
Draft Mode Option .....	7-11
Document Centre 220/230/332/340 and 420/432/440 .....	7-11
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-11
Image Effects Options .....	7-12
Document Centre 220/230/332/340 and 420/432/440 .....	7-12
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-12
Image Quality Option (DC 240/255/265 and 45x/46x/47x/48x only) .....	7-13
Image Rotation Option (DC 220/230/332/340 and 420/432/440 only) .....	7-13
N-Up Option .....	7-14
Document Centre 220/230/332/340 and 420/432/440 .....	7-14
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-14
Orientation Option .....	7-15
Document Centre 220/230/332/340 and 420/432/440 .....	7-15
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-16
Print to PostScript or Raw PostScript File Option .....	7-17
Document Centre 220/230/332/340 and 420/432/440 .....	7-17
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-18
Reduce / Enlarge (Scaling) Option .....	7-19
Document Centre 220/230/332/340 and 420/432/440 .....	7-19
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-19
Resolution Option .....	7-20
Document Centre 220/230/332/340 and 420/432/440 .....	7-20
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-20
Sample Set Option .....	7-21
Document Centre 220/230/332/340 and 420/432/440 .....	7-21



Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-22
Secure Print Option .....	7-23
Document Centre 220/230/332/340 and 420/432/440 .....	7-23
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-24
Two Sided Printing Option .....	7-25
Document Centre 220/230/332/340 and 420/432/440 .....	7-25
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-25
Transparencies .....	7-26
Document Centre 220/230/332/340 and 420/432/440 .....	7-26
Document Centre 240/255/265 and 45x/46x/47x/48x .....	7-26
Faxing Options .....	7-27
Highlights .....	7-27
Sending a Fax .....	7-28
<b>Chapter 8 Using The TIFF Submission Tool .....</b>	<b>8-1</b>
Supported Document Centres .....	8-2
Features and Options .....	8-3
Using the TIFF Submission Tool .....	8-4
Starting the TIFF Submission Tool .....	8-4
Printing a TIFF or PDF File .....	8-4
Paper/Output Options .....	8-5
Accounting Options .....	8-6
<b>Chapter 9 Problem Solving .....</b>	<b>7</b>
Troubleshooting a Problem .....	8
Frequently Asked Questions .....	9





## Introduction

### What is CentreWare?

CentreWare is a suite of applications and print/fax drivers that support the Xerox Document Centre line of products. With an array of Administrator and user tools, CentreWare is used for installing, maintaining, and using the Xerox Document Centres 220/230/332/340, 240/255/265, 420/432/440, and 45x/46x/47x/48x models.

CentreWare Services consists of:

- ***Network Admin Services***

For installing and configuring Document Centres for printing/faxing in NetWare, TCP/IP, Microsoft Networking, and Banyan VINES network environments. AppleTalk environments are supported by the Mac Printer Utility.

- ***Network Print and Fax Services***

For installing, configuring, and using Document Centre printer and fax drivers. Also includes network printing and productivity tools, such as the Conductor, Fax Phonebook, and TIFF Submission Tool.

- ***Network Scanning Services***

Used to scan documents to file, fax, E-Mail, and other third-party applications, such as PaperPort and TextBridge.

***CentreWare Internet Services*** is the embedded HTTP server application that allows you to access printing and scanning, connectivity, and maintenance tools using a web browser. It has similar features that parallel the Administrator and user tools of CentreWare Network Services, but it uses the browser interface instead of the standard Windows interface.

Internet Services is contained in the embedded HTTP server of the Document Centres 220/230/332/340, 240/255/265, 420/432/440, and 45x/46x/47x/48x.

Figure I-1 shows the components of CentreWare Services and Internet Services.

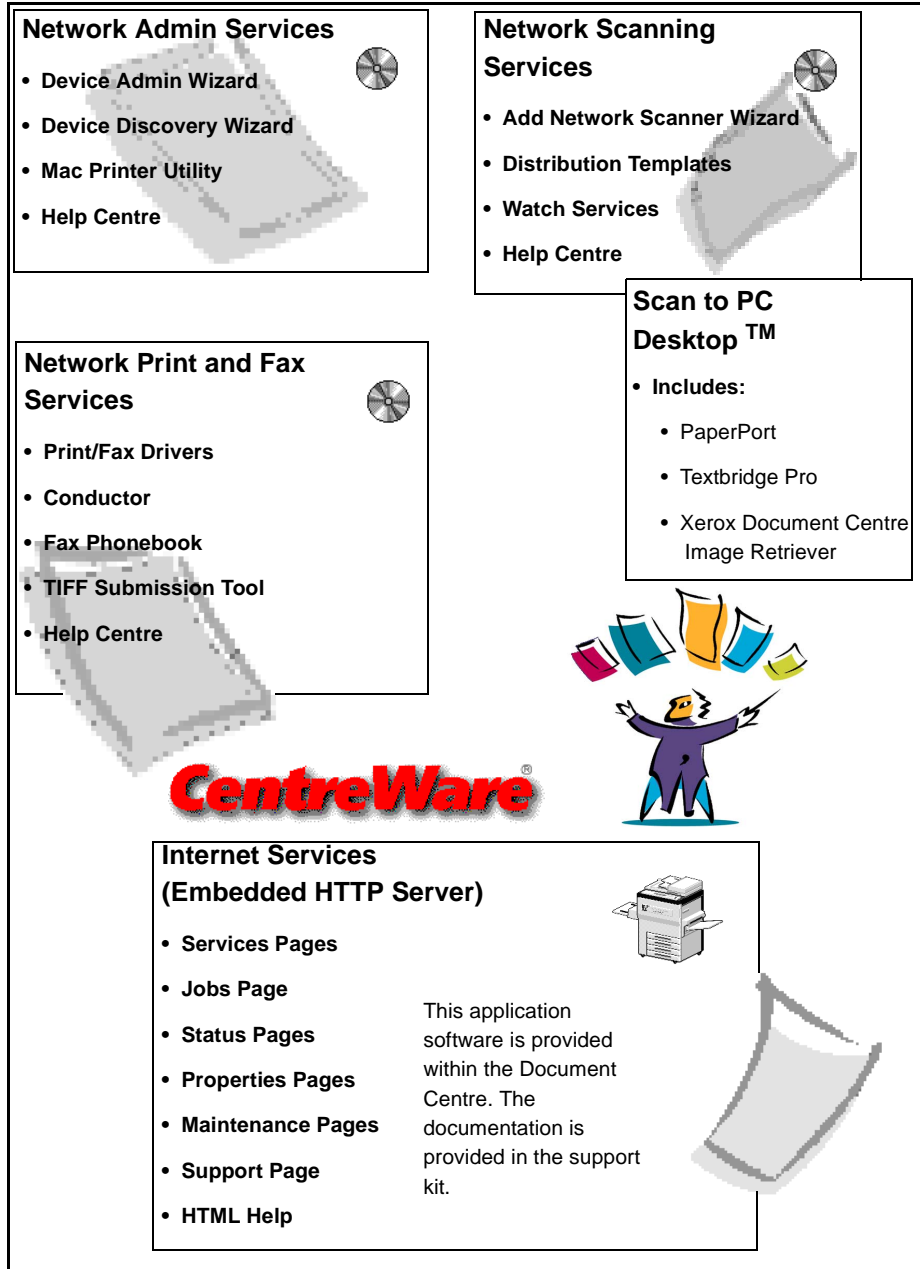


Figure I-1: CentreWare Network and Internet Services

## Who Should Use this Guide?

Network users must possess a basic understanding of their workstation operating system and their network environment.

This guide is intended for network users who use Xerox Document Centre products in various office network environments. To use the procedures in this guide effectively, Network users must possess a basic understanding of their workstation operating system and their network environment.

## What's New in this Release?

- New printer drivers for DC 420/432/440 and DC 45x/46x/47x/48x models.
- Job Accounting support for the DC 420/432/440.
- Various features and usability enhancements for DC 420/432/440 and DC 45x/46x/47x/48x print/fax drivers.
- Expanded printer driver support for Windows 2000.
- DEC Alpha printer drivers for DC 420/432/440 and DC 45x/46x/47x/48x.
- Support for SNMP Community Names in the Device Discovery Wizard.

# How to Use the Documentation Set

## Network Services Guide

This guide supports the Network Administrators who install and configure Document Centre products and CentreWare Services for general users of CentreWare. It also provides complete instructions for using the CentreWare components. One hard-copy version of this guide is included with each product package, and an electronic Acrobat (PDF) version is provided on each CentreWare CD-ROM within the \DOCS directory.

**NOTE:** The Adobe Acrobat Reader is required to view and print the PDF files. Readers for all environments are provided on the CentreWare Network Admin Services CD-ROM in the \ACROREAD directory. Acrobat readers are also available free of charge from Adobe via the Internet at [www.adobe.com](http://www.adobe.com).

## Network Print and Fax Services User Guide (this Guide)

A subset of the Network Services Guide, the Network Print and Fax Services User Guide, is also available on the Network Print and Fax Services CD in electronic (PDF) format. This guide is intended for general users of the Print and Fax Services software. This PDF file is smaller and more suitable for electronic distribution to individuals who typically use CentreWare and the Document Centre products within their day-to-day business environment.

## Help

The Network Print and Fax Services Help Centre and Network Admin Services Help Centre are the central online source for Network Services information. They include feature descriptions, step-by-step procedures, problem solving information, a glossary, and support information.

The Help Centres are automatically installed on the workstation during the software installation. The Help Centres can be accessed in the *Xerox CentreWare* programs list on the desktop.

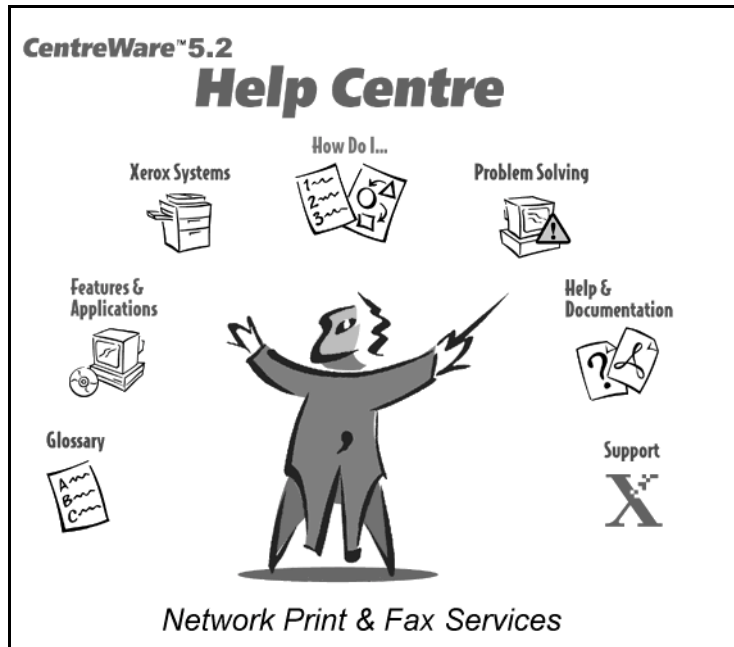


Figure I-2: Network Print and Fax Services Help Centre



# Where to Get CentreWare Support

## Internet Support

Visit CentreWare on the Internet at [www.centroware.com](http://www.centroware.com). Our web site contains product support information, product overviews, and the latest information about CentreWare updates and new releases. Printer drivers can also be downloaded from this web site.

## 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)





## Introducing Network Services

This chapter discusses Network Print and Fax Services. Detailed instructions for using these components are provided in the chapters that follow.

## Network Print and Fax Services

CentreWare Print and Fax Services is a collection of print/fax drivers and job management software which enable users to work with a Document Centre in a network environment. Print and Fax Services includes the following components:

- Printer/Fax Drivers
- Conductor
- Fax Phonebook
- TIFF Submission Tool

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

### Printer/Fax Drivers

The CentreWare printer/fax drivers enable printing and faxing from a workstation to a Document Centre on a network. The CentreWare drivers contain a variety of feature options which enable you to customize your print and fax jobs.

**NOTE:** Integrated fax capabilities vary with each Document Centre Model. Faxing support in this release of CentreWare pertains to the DC 220/230/332/340 and 420/432/440 models. Other network fax options can be configured with different models, using third-party software applications.

## Conductor

The Conductor monitors and manages network print/fax jobs, helping you to obtain information about Document Centre status and properties. The Conductor's unique tool bar provides instantaneous status information about the network printers and the jobs being monitored.

The Conductor also enables Network Administrators to access the Properties Sheets for different printers and modify various connectivity and configuration settings.

See *Using the Conductor* on page 2-1 for more information.

## Fax Phonebook

The Fax Phonebook is a network fax contact management tool. With the Fax Phonebook, users can create and manage a list of personal and professional contacts with whom they correspond via facsimile.

The Fax Phonebook is installed with the Document Centre print/fax drivers. The Fax Phonebook enables users to create multiple phonebooks and manage individual or group recipient contact information in the phonebooks.

You can access the phonebook from the print/fax driver Setup dialog. If CentreWare Network Services is installed *after* the printer drivers, a Fax Phonebook icon also appears in the Windows Program List.

See *Using the Fax Phonebook* on page 3-1 for more information.

## 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.

See *Using The TIFF Submission Tool* on page 8-1 for more information.





## Using the Conductor

The CentreWare Conductor enables network users and Administrators to monitor, troubleshoot, and manage printers and print documents. The Conductor extends the power of the Document Centre to your desktop.

Some of the key features provided by the Conductor include:

- A unique docking toolbar that offers extensive printer and document management capabilities.
- Seamless integration with the Windows desktop, Taskbar, and printers folder.
- Job management features that enable you to pause, resume, promote, or cancel jobs.
- A job history log for tracking completed jobs.
- CentreWare monitoring, which can be customized to track a variety of printer and job events.

This chapter provides an overview of the Conductor user interface and explains how to use the Conductor with your Document Centre products.

## Conductor Interface

The key components of the Conductor provide integration with your Windows desktop, including a docking Toolbar, custom icons for the Taskbar/Status Tray, and custom context menus for Xerox Printers in the Windows Printers folder.

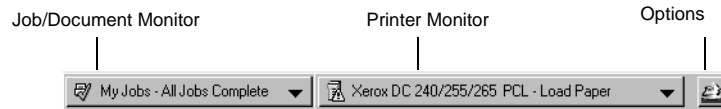
► **To access the Conductor:**

Select **Start >Programs >Xerox CentreWare >Conductor** from the Windows Taskbar.



## Toolbar

The Conductor Toolbar provides instant status information for your documents and network printers. It can be configured and viewed several different ways, enabling you to choose how much information you need and the most convenient way for you to access the information.



**Figure 2-1: The Conductor Toolbar**

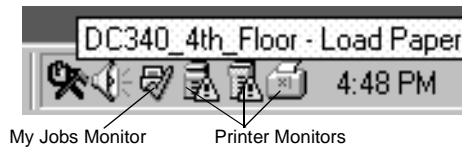
The Conductor Toolbar offers integrated job monitoring and printer monitoring features. **My Jobs** is always visible on the Toolbar, providing consolidated status information for all your documents that are currently printing or are waiting to be printed. It can also track a history of the completed jobs that you have printed recently. Click **My Jobs** to access your jobs list and other job management features.

Printer Monitors can also be added to the Toolbar, enabling you to view the operating status and properties of each printer, or view the list of jobs that are currently processing. The Conductor automatically monitors your default printer, and you can create additional monitors for any of the printers that are installed in your Windows Printers folder. Up to 35 printers can be monitored in the Toolbar.

**NOTE:** You can move or dock the Toolbar to any side of your Windows desktop by clicking on it and dragging it to the desired location.

## Taskbar Icons

The Conductor provides integration with the Windows Taskbar. The CentreWare Job and Printer Monitor icons can be seen in the Windows Taskbar, enabling you to click on the icons to obtain status information for your documents and printers. The Conductor displays up to six printer icons in the Taskbar. Printer Monitors appear to the right of the My Jobs monitor in the CentreWare Toolbar.



**Figure 2-2: Conductor Icons in the Taskbar**

## Customizing the Conductor Interface

You can customize the appearance and operability of the Conductor, making it an extension of your normal work processes. The Conductor provides access to a variety of customization features.

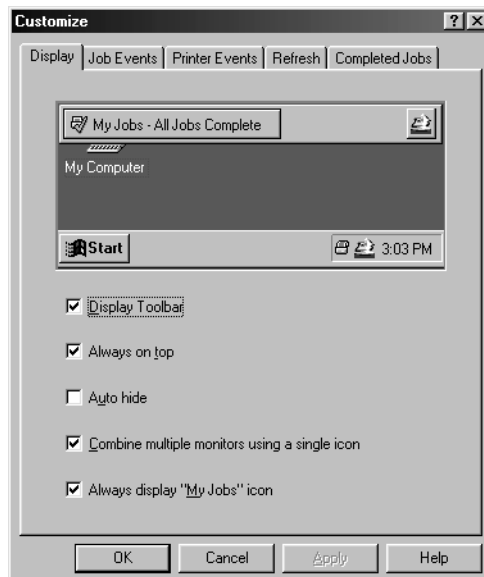
The Conductor options icon is available on the Toolbar, or within the Windows Taskbar. right-click on the Conductor icon to access the following features:

- **Monitor Printer**—selects the printers that you want the Conductor to monitor.
- **Customize**—customizes the Conductor Display, Job Events, Printer Events, Refresh Interval, and Completed Jobs settings.
- **Add Printer**—launches the Add Printer Wizard to install CentreWare printer drivers for your Document Centre products.
- **<http://www.centroware.com>**—launches your Internet browser and connects to the CentreWare web site.

### ► To customize the Conductor interface:

- 1 Right-click on the Conductor icon.
- 2 Select **Customize** to open the **Display** dialog.
- 3 Choose the Display options you want to configure.

- 4 Click **Apply** and **OK** to save your changes.



**Figure 2-3: Conductor Display Options**

## Conductor Display Options

**Display Toolbar**—Select this option to view the Conductor Toolbar. The Toolbar can be docked along any side of your desktop.

**Always On Top**—When this option is selected, the Conductor Toolbar is visible on top of any other open applications.

**Auto Hide**—Select this option if you want the Conductor Toolbar to automatically disappear off the edge of your desktop when you are not using it. The Toolbar redisplayes in normal size when you move the cursor over the edge of your screen.

**Combine Multiple Monitors Using a Single Icon**—Select this option if you prefer to see a single Printer Monitor icon instead of individual icons. When this option is active, the Conductor displays one Printer Monitor icon that provides consolidated status and job monitoring features for all the printers that you are monitoring.

**NOTE:** This option applies only to the icons in the Windows Taskbar.

**Always Display "My Jobs" Icon**—Select this option if you want the My Jobs icon to appear in the Windows Taskbar.

## CentreWare Monitoring

The Conductor offers extensive job and printer monitoring features when used in conjunction with CentreWare printer/fax drivers. This combination enables you to monitor the progress of your print or fax jobs from the convenience of your desktop. CentreWare Monitoring tracks the progress of each job throughout its processing and provides you with complete status information. It prompts you when your job is completed, or alerts you if there is a problem that requires your attention.

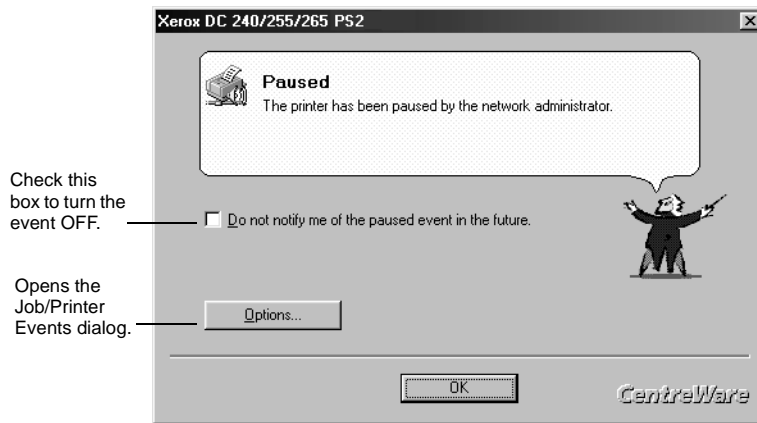


Figure 2-4: Monitor Pop-Up

**NOTE:** You must use the custom CentreWare printer/fax drivers in order to utilize the advanced CentreWare Monitoring features. Check the User Preferences tab in your CentreWare printer/fax driver to make sure **CentreWare Monitoring** is selected.

## My Jobs Monitor

The My Jobs Monitor provides you with consolidated status and job management features for all the print jobs you have submitted to your network printers.



Figure 2-5: My Jobs Menu

## Printer Monitors

**NOTE:** You can use Printer Monitors with any network printer. However, advanced job monitoring features are only available with Document Centre products that use the custom CentreWare printer drivers. Printer drivers based on PPD/GPD files do not support the full range of CentreWare monitoring features.

The Conductor Printer Monitors provide you with access to detailed printer status and properties information via the menus on each monitor. These menu options may vary with different printer models and configurations, but they typically provide Status and Properties options for the Document Centre models that are supported by the current CentreWare release.

The Conductor supports a variety of printer monitoring features in each of its display modes. You can add Printer Monitors to the Conductor Toolbar or the Taskbar. The printer icons display a notification symbol when the status changes.

Keep the Conductor running while you work. Alerts for the Printer Events you selected are displayed automatically when your Document Centre encounters each event.

**NOTE:** Click **Help** for examples of notification icons and the type of status alerts that are provided by the Conductor.

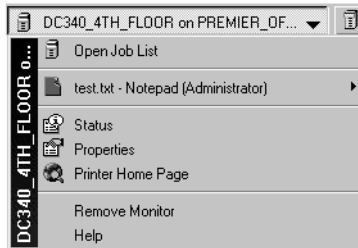


Figure 2-6: Printer Monitor Options in a Monitor



Figure 2-7: Printer Monitors in the Taskbar



## Status

Basic printer status information accessible through the Conductor Printer Monitors may (depending on your Document Centre model) include:

- Services Status (for printer subsystems)
- Paper Tray Status
- Alerts or Fault Information

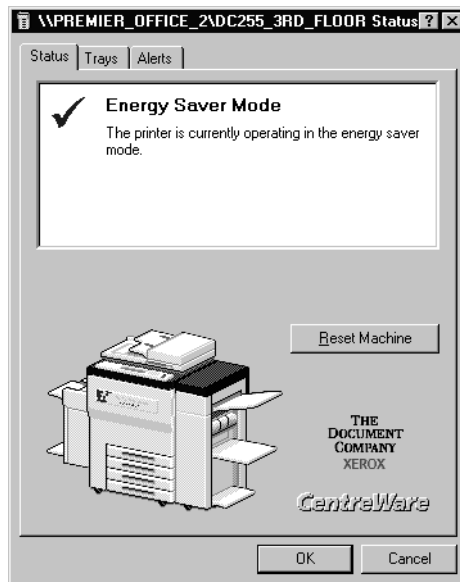


Figure 2-8: Status Page

## Properties

Document Centre properties information accessible through the Conductor Printer Monitors may include:

- Printer Configuration and Feature Information
- Paper Tray and Mailbox Bin Assignments
- Support information such as the System Administrator's Phone Number and Location, as well as Customer Support, Service, and Supplies information
- Device Description, including the Location, Model, Product Code, Serial Number, and Date/Time setting
- Connectivity information including the Physical Connections and Network Protocols that the Document Centre supports

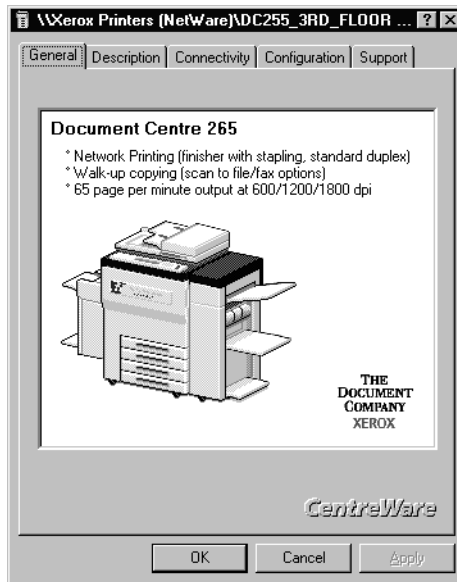


Figure 2-9: General Properties Page

## Job List

The Open My Job List option opens a Conductor window containing a list of Active Jobs and Completed Jobs. Active Jobs include all the print/fax jobs that are in a queue or are printing.

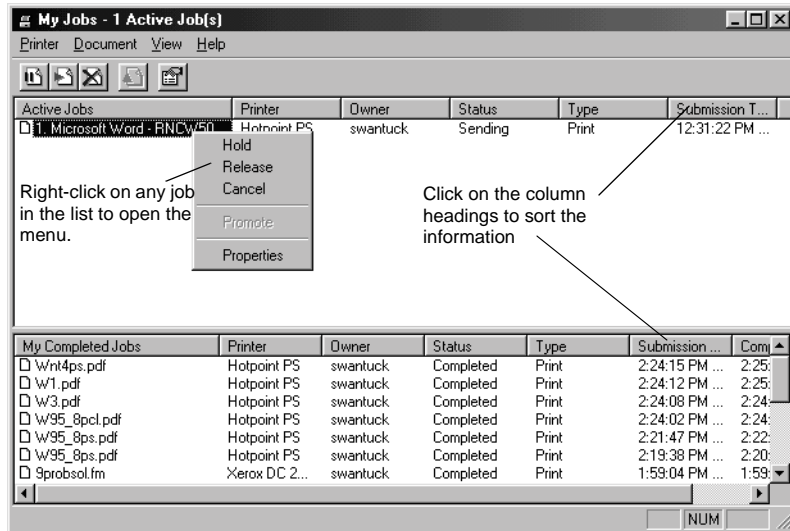


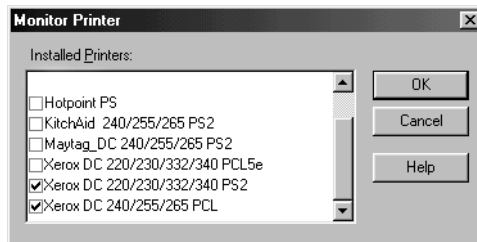
Figure 2-10: Conductor Job Lists

## Completed Jobs

The list of Completed Jobs also provides historical information for the documents you have printed recently. The Conductor saves the job properties and status information for each job, providing a record of your print/fax activity. Information on completed jobs can be saved for up to thirty days.

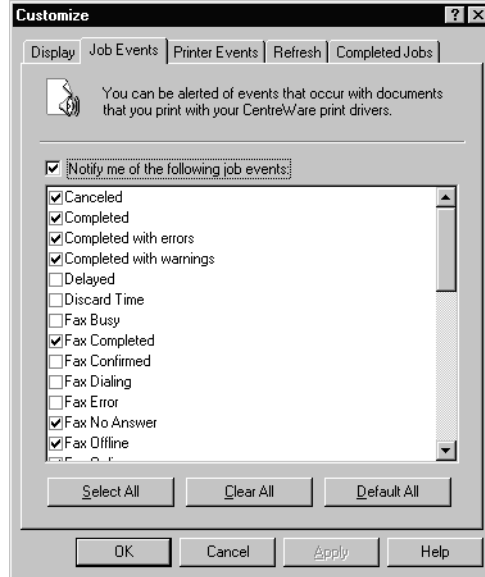
## Creating and Customizing Printer Monitors

- **To create and customize the printer monitor(s):**
- 1 Install a custom CentreWare printer driver for your Document Centre.
  - 2 Open the printer driver from the Printers Folder. See *Accessing Printer Driver Options* on page 4-3 for more information.
  - 3 Select the User Preferences tab and check the **Monitor My Jobs** option within the CentreWare Monitoring group box. This step is optional for Printer Event monitoring, but is required for Job Event monitoring.
  - 4 Click **OK** to close the printer driver and save the changes as the new default settings. (Detailed instructions for printer drivers are provided in Chapter 4, *Using Windows Printer Drivers*.)
  - 5 Access the Conductor.
  - 6 Right-click on the Conductor icon and select **Monitor Printer**.
  - 7 Select the newly-installed Document Centre, then click **OK**.



**Figure 2-11: Monitor Printer Dialog**

- 8 Right-click on the Conductor icon and select **Customize**.
- 9 Select the **Job Events** tab, and choose the specific events that you want to monitor.
- 10 Click **OK** to save your changes.



**Figure 2-12: Customize Job Events**

## Customizing Printer Status

The Printer Events listed in the following dialog enable you to customize the printer status monitoring features of the Conductor. Each item you select from this list invokes a pop-up status message on your workstation whenever your Document Centre encounters the events.

**NOTE:** These advanced monitoring features are only available with the Xerox Document Centre products that are supported with this CentreWare release. Support for each event may vary based on the Document Centre models and software versions. Limited printer and job status monitoring is provided for other products.

### ► To customize printer status:

- 1 Right-click on the Conductor icon and select **Customize**.
- 2 Select the **Printer Events** tab, and choose the specific events that you want to monitor.
- 3 Click **OK** to save your changes.

Keep the Conductor running while you print documents. Alerts for the options you selected are displayed automatically as your documents process.

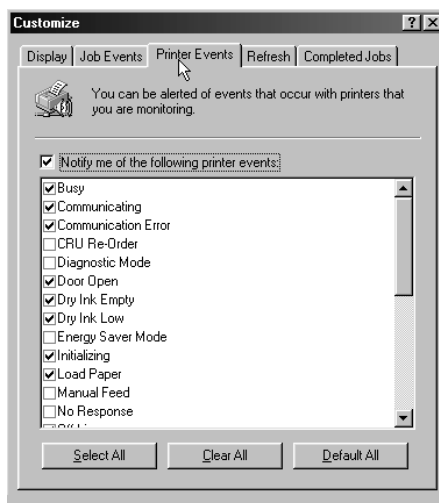


Figure 2-13: Customize Printer Events

## Refresh

The Refresh Interval affects the performance of your Printer Monitors. The minimum setting (1 minute) provides updated printer status every minute. The maximum setting (60 minutes) provides updated printer status once every hour.

- Decrease the Refresh Interval to update printer status more often.
- Increase the Refresh Interval to update printer status less often.

**NOTE:** The recommended setting for this feature is 10 minutes. However, the optimal setting for your environment may be different. You should consult with your Network Administrator to determine the optimal settings for your location.

### ► To set the Refresh rate:

- 1 Right-click on the Conductor icon and select **Customize**.
- 2 Select the Refresh tab, and choose the settings.
- 3 Click **OK** to save your changes.

## Completed Jobs Setting

The Completed Jobs Setting adjusts the amount of information that is saved in the Completed Jobs list. You can maintain information in the job log for a maximum of 30 days.

### ► To enable completed jobs tracking:

- 1 Right-click on the Conductor icon and select **Customize**.
- 2 Select the Completed Jobs tab.
- 3 Select **Enable Logging of Completed Jobs** if you want the Conductor to maintain a list of jobs that you have printed on your Document Centres.
- 4 Click **OK** to save your changes.

The list of completed jobs is visible when you open the Job List from the My Jobs Monitor or any of the Printer Monitors.

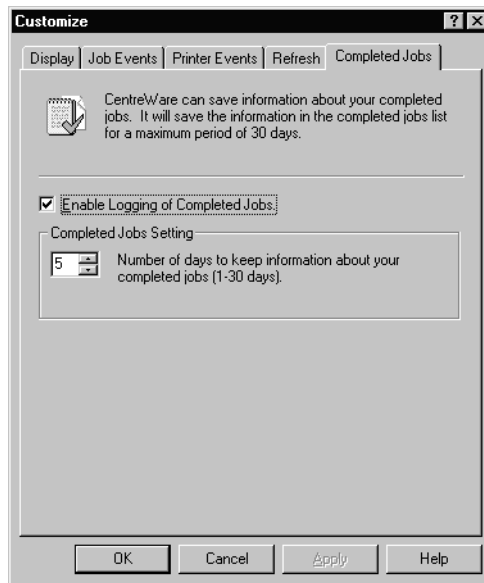


Figure 2-14: Tracking Completed Jobs



## Job Management

The Conductor provides job status, management, and supplemental information for the documents you are printing and faxing. Right-click on any monitor and select **Open Job List** to access the Job List. You can obtain status and document properties information for any job in the list, or use the Job Control features to manage your jobs. The Conductor Job Control features enable you to Hold, Release, Cancel, and Promote your print and fax jobs.

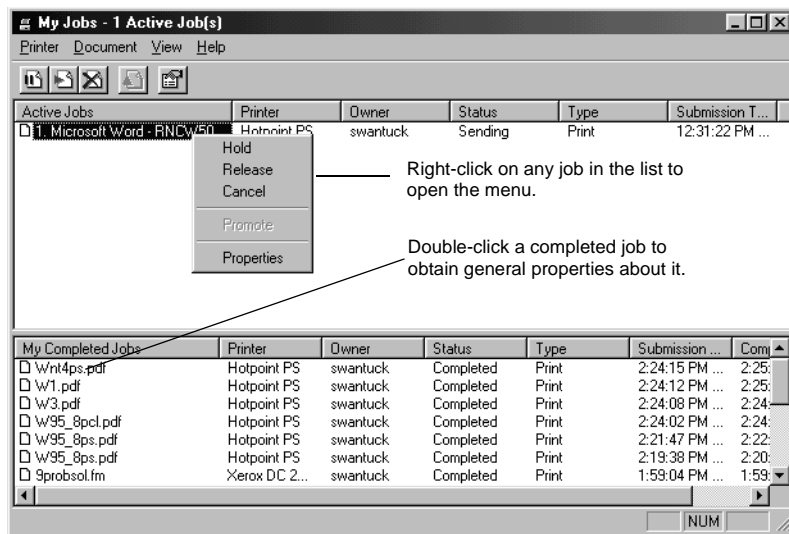


Figure 2-15: My Jobs List

When accessed from the My Jobs Monitor, the job list provides a list of your own active jobs (including jobs you have sent to multiple printers). When accessed from a Printer Monitor, the job list displays all the active jobs for all the users that are submitting jobs to that particular Document Centre.

Active jobs are also listed in the menus when you right-click on the monitors. Additional roll-out menus provide convenient access to job control and document properties options.

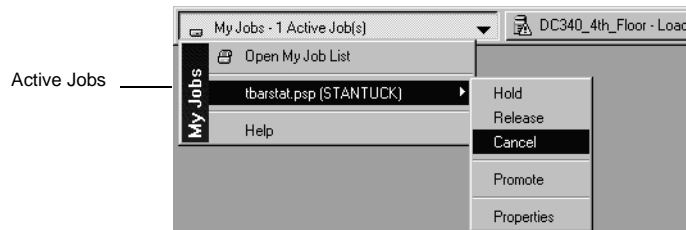


Figure 2-16: Job Control from Roll-Out Menu

► **To manage jobs from the Job List:**

- 1 Click **My Jobs** on any Printer Monitor and select **Open My Job List**.
- 2 Right-click on any active job and select the job management option you would like to apply to that job. The **Hold**, **Release**, **Cancel**, and **Promote** options are supported by most printers and can be applied to the active jobs.

- OR -

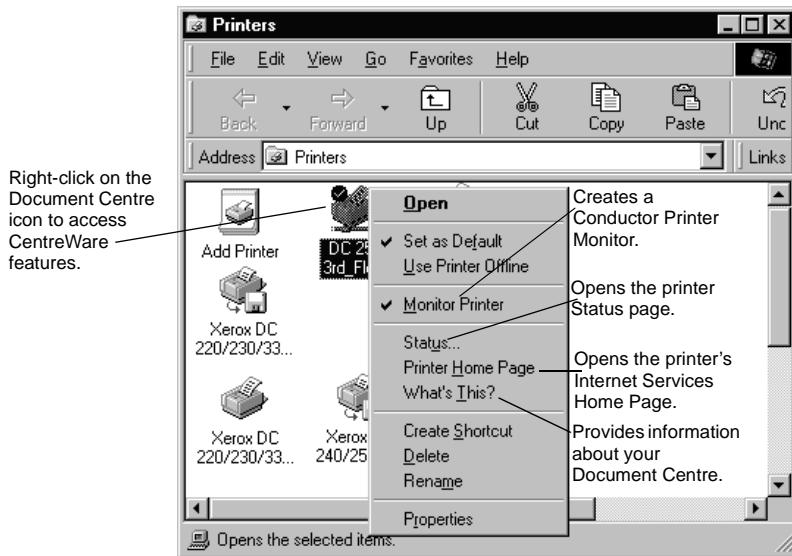
When the Job List is displayed, click **Printer**. You have the options to **Pause the Queue**, **Cancel All Active Jobs**, and **Clear Completed Jobs**.

► **To manage jobs from the roll-out menu:**

- 1 Click **Open Job List** on any Printer Monitor.
- 2 Click on any active job to display the roll-out menu, then select **Hold**, **Release**, **Cancel**, or **Promote**. Select **Properties** for more information about the job.

## Printers Folder Options

When you install a custom CentreWare printer driver on your workstation, the Conductor adds several useful features to the printer options menu associated with the Document Centre printer driver. These features appear when you right-click on a Document Centre printer icon in your Windows Printers Folder. This provides point-of-need access to several Conductor features, including printer status and properties information. See *Status* on page 2-11 for information about the Status page.



**Figure 2-17: Printers Folder CentreWare Features Menu**

## Document Centre Home Page

Internet Services uses an Internet/intranet browser interface and its own unique interface to help you access Document Centre tools and information over the Internet/intranet. The Conductor provides a Printer Home Page link to the Document Centre within the Printer Monitor menu. This link launches your browser, connects to the Document Centre HTTP server, and displays the Document Centre Home Page in your browser window.

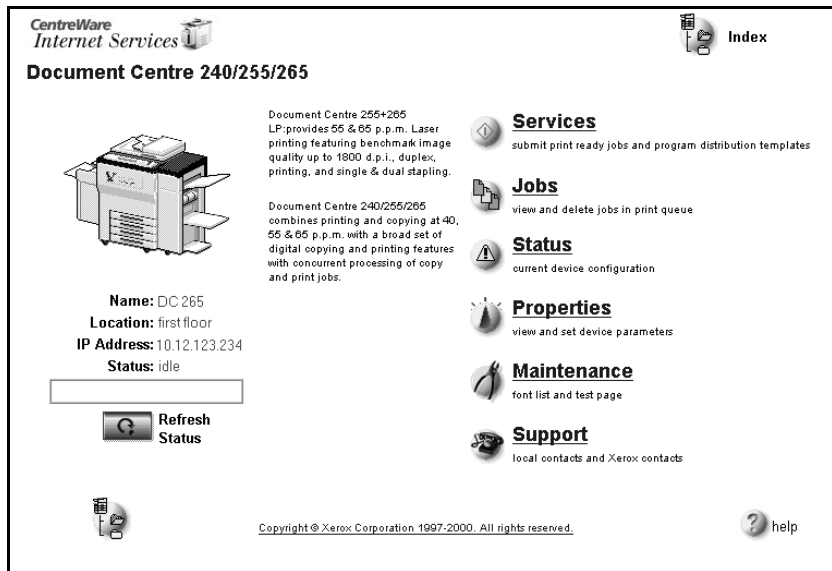


Figure 2-18: Printer Home Page

**NOTE:** Detailed information about Internet Services is included in the Internet Services Guide that is provided with your Document Centre.

## Drag and Drop Printing

Drag and drop printing is a simple way to print documents that you have already created and saved. The monitor icons in the Conductor Toolbar provide full support for drag and drop printing.

### ► To use Drag and Drop Printing

- 1 Start the **Conductor** if it is *not* running.
- 2 Open the folder containing the file you want to print, or use the Windows Explorer to browse to and open the folder.
- 3 Click on the file and drag the file to the My Jobs or any Printer Monitor within the Conductor Toolbar.
- 4 The Conductor opens the appropriate application, sends the job to the printer, and closes the application.

**NOTE:** Drag and Drop printing does not work with the Conductor icons in the Windows Taskbar.





## Using the Fax Phonebook

The Fax Phonebook is a software tool that enables you to create and manage a list of personal and professional contacts with whom you correspond via facsimile. The Fax Phonebook tool makes it simple to integrate the network fax capabilities of Xerox Document Centre Systems into your everyday work processes.

**NOTE:** The Fax Phonebook supports Document Centre models with integrated fax capabilities. Some models may require the installation of optional equipment, while other models may provide alternative LAN fax solutions that are not compatible with the Fax Phonebook. Please consult the documentation provided with your Document Centre for specific features and support information.

## Accessing the Fax Phonebook

The Fax Phonebook is installed when you install a CentreWare printer/fax driver. You can access the Fax Phonebook from the Fax Setup dialogs that are displayed when you send a fax job.

If you install the printer/fax driver before you install the CentreWare Conductor, the Conductor installation program places a shortcut to the Fax Phonebook into the Windows Start Menu, enabling you to quickly launch the Fax Phonebook.

### **To access the Fax Phonebook:**

Select **Start > Programs > Xerox CentreWare > Fax Phonebook**.

The Fax Phonebook opens.





**Figure 3-1: CentreWare Fax Phonebook**

**NOTE:** The Fax Phonebook allows you to enter and save data needed for sending faxes to recipients. However, you cannot actually send a fax until you open a document in an application and follow the procedure for sending a fax. See *Faxing* on page 4-34 for more information on how to send a fax.

## Functions of the Fax Phonebook

The following are some of the key functions on the main Fax Phonebook dialog:

- **Entry Filter**—finds specific phonebook entries. For example, if you type **S** in the Entry Filter field, all phonebook entries that begin with the letter **S** are displayed in the list. The entries displayed in the phonebook match the letters you type in the Entry Filter field. When the Entry Filter field is blank, all phonebook entries are displayed.
- **Import**—imports Phonebook entries from another source file, including entries from MacIntosh, MS-DOS/Windows, and UNIX text files. For more information on how to import Phonebook entries, click **Help** when you are in the Edit/Phonebook dialog.
- **Open Phonebook**—opens an existing Fax Phonebook file. The Open Phonebook dialog is displayed. This dialog enables you to locate and select Phonebook files that are on your computer or network drives.
- **Save Phonebook As**—saves your current Phonebook entries as a Fax Phonebook file. The Save Phonebook As dialog is displayed. This dialog enables you to specify a name, local/network location, and file type for the current Phonebook file.

The default filename extension for CentreWare Fax Phonebook files is (\*.pb). You can also save Fax Phonebook files in an ASCII (text) format, which is useful for printing your Phonebook entries or for converting the Phonebook data for use in other applications.

# Adding Entries

## Individual Entries

### ► To add individual entries in the Fax Phonebook:

- 1 Click **New Entry**.
- 2 Select **Individual**, then click **OK**.
- 3 Enter the recipient name and fax number, as well as any additional information that you may require.
- 4 Click **OK** to close the Edit Recipient dialog.
- 5 Repeat steps 1-3 to create additional entries.

**NOTE:** Click **Edit Entry** to modify an entry currently in your Phonebook. Click **Delete Entry** to delete the entry currently selected.

## Group Entries

### ► To add group entries in the Fax Phonebook:

- 1 Click **New Entry**.
- 2 Select **Group**, then click **OK**.
- 3 Add a name to the Group Name box.
- 4 In the Phonebook Entries box (left), click the names you want to include in this group, then click the right arrow to move these into the Group Members box. Click **OK**.

## Faxing Documents

- 1 From within your application, select **File > Print**.
- 2 Select a Fax-enabled Document Centre.
- 3 Open the printer driver for the Document Centre and select **Fax** as the Job Type.

**NOTE:** See *Faxing* on page 4-34 for complete information on Faxing in Windows environments.

- 4 Close the printer driver and send the job. The LAN Fax Setup dialog opens.
- 5 On the Fax tab, configure the settings you want.

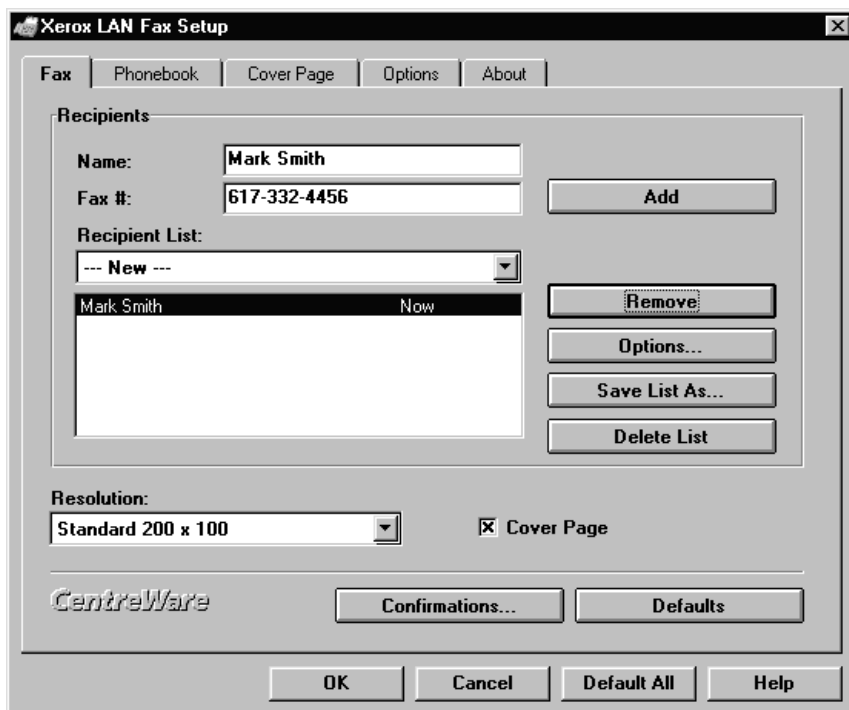


Figure 3-2: Fax Tab

- 6 Click the Phonebook tab to select an individual or group under Phonebook Entries and click the right arrow to specify the recipient(s) for this fax. Or, you can click **Edit** to open the Fax Phonebook and add a new entry or edit an existing one.

**NOTE:** Adding a Recipient to the Recipients field on the Phonebook tab automatically adds the same individual to the Recipient List on the Fax tab.

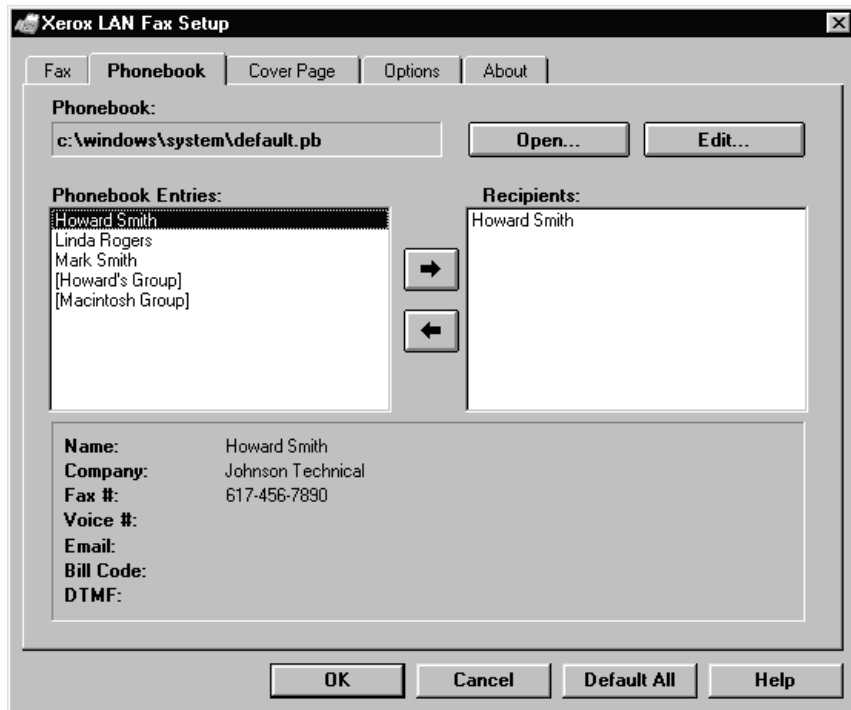


Figure 3-3: Phonebook Tab

- 7 Configure all other settings on the Fax Setup tabs. If you are sending a Fax to a recipient who is not listed in the Fax Phonebook Recipients list, click the Fax tab and enter a Recipient Name and Fax number.

**NOTE:** A recipient name and Fax number are required for all fax jobs; other settings and features are optional.

- 8 Click **OK** when you are ready to send the Fax.



## Using Windows Printer Drivers

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

## Printer Driver Overview

A printer or fax driver is a software program that enables documents created with specialized software applications (word processing, spreadsheets, graphics) to be compatible with a specific printer or fax device. 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.

## PCL vs. PostScript Printing

CentreWare PostScript printer drivers differ from PCL drivers in some significant ways. Consider the following differences and how they will impact your printing:

### PCL

PCL printing is generally simpler, having fewer features than PostScript printing. However, using PCL enables you to process most jobs faster and offers you some unique options.

### PostScript

PostScript printing 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.



## Accessing Printer Driver Options

You can access printer driver options from the Windows Printer Driver Folder (Windows 95/98/NT/2000). When you change the print options from these areas, you change the options for all print jobs.

### ► To set print options in Windows 95/98/NT/2000:

- 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*—**Properties**
  - *Windows NT 4.0*—**Document Defaults**
  - *Windows 2000*—**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).  
Printing from other applications may vary.

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

- 1 Open the application.
- 2 Select **File > Print** from your 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.
- 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.

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

## 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/NT

► **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 Select **Delayed Print** as your Job Type.
- 5 In the **Time** box, enter the time you would like this job to print.
- 6 Click **OK** to close the printer driver.
- 7 Click **OK** to send your document to the printer.
- 8 The document is held at the Document Centre until the defined print time when it is released and printed.

## Windows 2000

### ► To send a delayed print job in Windows 2000:

- 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, then click **Advanced**.
- 4 Select **Printer Features** in the options tree.
- 5 Select **Delayed Print** as your **Job Type**.
- 6 In **Delayed Print Setup**, enter the time you would like this job to print and click **OK**.
- 7 Click **OK** to close the printer driver.
- 8 Click **Print** to submit the print job.
- 9 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.

## 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 a four-digit identification number. This number can be any numeric value between 0000-9999.

### Windows 95/98/NT

► **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**.
- 5 Enter a four-digit 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.

## Windows 2000

### ► 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 Select the Paper/Quality tab, then click **Advanced**.
- 4 Select **Printer Features** in the options tree.
- 5 Select **Secure Print** for **Job Type**.
- 6 Type a four-digit identification number in the dialog box.
- 7 Re-enter the same code again to confirm your identification number and click **OK**.
- 8 Click **OK** to close the printer driver.
- 9 Click **Print** 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.

## 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/NT

#### ► 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** as your Job Type.
- 4 Select the 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 **Print** 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. To delete or release the remaining sets, see *Releasing or Deleting a Job at the Document Centre* on page 4-10 for instructions on how to delete or release a document.

## Windows 2000

### ► 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 Select the Paper/Quality tab, then click **Advanced**.
- 4 Select **Printer Features** in the options tree.
- 5 Select options for your print job, then select the number of copies to print.
- 6 Click **OK** to close the printer driver.
- 7 Click **Print** to submit your job to the Document Centre. One set of the document prints, and the remaining sets are held at the Document Centre.
- 8 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. Press the name until it highlights, to select the job.
- 3 On the screen that appears, press **Delete** to delete the job or press **Release** to release the job for printing.



## Encapsulated PostScript File (EPS) Option

You can create an EPS file of a single page in one application, then insert it into a document in another application. The contents of the page can include any combination of text, graphics, and images. You can also use EPS files for creating archives and for printing documents on remote printers.

Generally, it is best to use an application to create an EPS file. However, when this is not possible, you can use the CentreWare printer driver to create an EPS file by selecting EPS File as the Job Type.

**NOTE:** Some applications do not support EPS files. Be sure to check your application's documentation to see if the application supports this.

### Windows 95/98/NT

#### ► To create an EPS File:

- 1 Open your document to the page containing the image/text for which you want to create an EPS file.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**. Make sure the CentreWare Document Centre PostScript printer driver is selected for your printer.
- 3 On the Paper/Output tab, select **EPS File** as the Job Type. Click **OK**.
- 4 Select the page (single page range) that you want to print to the EPS file.

**NOTE:** You cannot print multiple pages to an EPS file.

- 5 Click **OK** in the print dialog.

- 6 In Windows 95/98 and in Windows NT 4.0, the **Save As** dialog opens. Select the directory and type the name of the file you want to create. If you do not specify a directory, the file will be created in your application's default directory.
- 7 Click **OK**. The PostScript file is created, and you are returned to your application.

**NOTE:** To make your EPS file more portable, choose the Outline (Type 1) option on the Fonts tab. This is useful for printers that do not handle True Type fonts.

## Windows 2000

### ► To create an EPS File:

- 1 Open your document to the page containing the image/text for which you want to create an EPS file.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**. Make sure the CentreWare Document Centre PostScript printer driver is selected for your printer.
- 3 Select the Paper/Quality tab, then click **Advanced**.
- 4 Select **Document Options** from the options tree and then select **PostScript Options**.
- 5 Select **PostScript Output Options** and select **Encapsulated PostScript (EPS)**.
- 6 Select the page (single page range) that you want to print to the EPS file.

**NOTE:** You cannot print multiple pages to an EPS file.

- 7 Click **OK** to close the printer driver.
- 8 Click **Print** in the print dialog.
- 9 The **Print to file** dialog opens. Type the path and name of the file you want to create.
- 10 Click **OK**. The EPS file is created, and you are returned to your application.

## 2-Sided Printing (Duplex) Option

This option enables you to print your document on two 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/NT

#### ► 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 2000

### ► 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 2 Sided Printing option.
- 5 Click **OK** to close the printer driver.
- 6 Click **Print**.

## Collate/Staple Output Option

These options enable you to collate and/or staple your document sets. The DC 240/255/265 and 45x/46x/47x/48x Document Centre models support stapling using 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/NT

#### ► 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 print.

## Windows 2000

### ► 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 Paper/Quality tab, then click **Advanced**.
- 4 Select **Document Options** in the options tree.
- 5 Select **Printer Features** in the options tree, then select **Stapling**.
- 6 Select **Paper/Output** and select **Copy Count**.
- 7 Select **Collate**.
- 8 Click **OK** to close the printer driver.
- 9 Click **Print**.

## Cover Option

CentreWare printer drivers enable you to choose a different media type and color for the first page of your document. This does not affect the paper selection for the body of the document.

**NOTE:** Back (last page) covers are available on the DC 240/255/265 and DC 45x/46x/47x/48x only.

## Windows 95/98/NT

### ► 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 **Covers and Advanced** from the list. Make the appropriate selections to print the desired cover for your document.
- 4 Click **OK** to close the printer driver. Then click **OK** to print.

## Windows 2000

### ► 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 Paper/Quality tab, then click **Advanced**.
- 4 Select **Paper/Output** from the options tree and then select **Paper Size**.
- 5 Select **Document Options**.
- 6 Select **First Page Different** and select **Enabled**.
- 7 Select the media type and color for the cover.
- 8 Click **OK** to close the printer driver.
- 9 Click **Print** in the print dialog.



## 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/NT

► **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 **Paper/Output**.
- 4 Click **Select Paper**.
- 5 Select **Type** and specify transparency.
- 6 Select **Document Options**.
- 7 Select printed or blank separators and then select a color for the separators.
- 8 Click **OK** to close the printer driver. Then click **OK** to print.

## Windows 2000

### ► 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 transparency from the **Media** drop-down list.
- 4 Click **Advanced**.
- 5 Select **Document Options**.
- 6 Select **Printer Features**.
- 7 Select **Transparency Separators** and specify printed or blank separators.
- 8 Select **Transparency Separator Color** and specify a color for the separators.
- 9 Click **OK** to close the printer driver.
- 10 Click **Print** in the print dialog.

## Mailbox Option

The Mailbox is one of the installable options for the Document Centre. This option enables you to route your print job to a bin in the Mailbox.

**NOTE:** The mailbox is available on the DC 220/230/320/332/340 and DC 420/432/440 only.

### Windows 95/98/NT

#### ► To specify a mailbox on your Document Centre:

- 1 Select **Start** > **Settings** > **Printers**. The Printers folder opens.
- 2 In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 4-3 for information on how to access the printer driver in your Windows environment.
- 3 On the System Configuration tab, select **Mailbox**.
- 4 On the Paper/Output tab, select a mailbox bin from the Output Destination list.
- 5 Click **OK** to close the dialog.
- 6 Close the Printers folder.

### Windows 2000

#### ► To specify a mailbox on your Document Centre:

- 1 Select **Start** > **Settings** > **Printers**. The Printers folder opens.
- 2 Right-click the icon of the appropriate Document Centre.
- 3 Select **Properties**.
- 4 Select the Configuration tab.
- 5 Select **Mailbox** as an Installed option.
- 6 Click **OK** to close the dialog.
- 7 Close the Printers folder.

## Watermark Option

The Watermark option, accessed from the Layout/Watermark tab, lets you create and print 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.

**NOTE:** Some applications may not support Watermark printing, and the PostScript and PCL printer drivers support different Watermark features. For example, PostScript printer drivers may not support Bitmap Watermarks.

## Printing a Watermark

*Windows 95/98/NT*

### ► 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, 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 Layout/Watermark tab.
- 4 Click **OK** to close the print dialog and send your document to print.

► **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 Paper/Quality tab, then click **Advanced**.
- 4 Select **Document Options** from the options tree and then select to enable **Watermark**.
- 5 Select any other watermark options from the options tree.
- 6 Click **OK**.
- 7 Click **Print** 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/NT*

### ► To create a text 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** to open the Watermark Editor.
- 4 Add the text you want to the box, 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 on a printer.

- 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.

► **To create a text 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 Paper/Quality tab, then click **Advanced**.
- 4 Select **Document Options** from the options tree and then select to enable **Watermark**.
- 5 Select **Text** from the options tree and type the desired text for the watermark.
- 6 Select desired the **Font Size**, **Angle**, and **Color**.
- 7 Click **OK**.
- 8 Click **Print** to print your document with the watermark.

## N-Up Printing Option

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

### Windows 95/98/NT

► **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 > N Pages Up** (or **Options**) drop-down list.
- 4 Click **OK** to close the printer driver.
- 5 Click **OK** to send your document to the printer.

### Windows 2000

► **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 Layout tab, then click **Advanced**.
- 4 Select the number of pages to print on a sheet in **Pages Per Sheet**.
- 5 Click **OK**.
- 6 Click **Print** to print your document.



## Booklet Creation Option

**NOTE:** This option is only available in Windows 95/98/NT printer drivers and is not supported on all Document Centre models.

Booklet Creation is a subset of the N-Up feature on the Layout/Watermark tab. Booklet printing is similar to 2-Pages Up printing. Two images are printed on both sides of each sheet of paper with the pages reordered. Each output page is folded along a center line and stapled together to bind the booklet.

### ► 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** under Page Layout, Options (or N-Pages Up).
- 4 Click **OK** to return to the Print dialog.
- 5 Click **OK** to send your document to print.
- 6 Once printed, fold the sheets along their short edges. The image order on the output sheets matches the original document order. Then, staple the pages together.

## 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.

**NOTE:** The Custom Sizes feature is not supported on all Document Centre models. You should select custom paper sizes from the printer driver and not the application that you are using.

### Windows 95/98/NT

#### ► 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**.
- 5 The **Custom Sizes** dialog box opens.
- 6 Select one of the Custom Size buttons.
- 7 Select the options for paper Width and Length, then choose Inches or Millimeters. Repeat steps 3-5 as needed to modify or create additional custom page sizes.
- 8 Click **OK** to close the dialog.
- 9 Click **OK** to close the printer driver, and then click **OK** to print your document.

## CentreWare Monitoring Option

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

The CentreWare Monitor tracks the progress of each job throughout its lifecycle 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.

For more information on the CentreWare Conductor, see *CentreWare Monitoring* on page 2-8.

**NOTE:** Advanced CentreWare job monitoring requires a custom CentreWare printer driver. Printer drivers based on PPD/GPD files do not support the full range of CentreWare job monitoring features.

### Monitoring Documents

#### ► To monitor documents using CentreWare monitoring:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 4-3 for information on how to access the printer driver in your Windows environment.
- 3 Click the User Preferences tab.
- 4 Check **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.

## Accounting Option

**NOTE:** Accounting is not available on DC 220/230/332/340 models.

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 you finish 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/NT*

► **To enable Accounting:**

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 4-3 for information on how to access the printer driver in your Windows environment.
- 3 On the User Preferences tab, check **Enable Accounting**.
- 4 Click **OK** to close the printer driver.
- 5 Close the Printers folder.

## Windows 2000

Xerox Advanced Windows Services must be installed on the NT print server before you can use accounting in Windows 2000. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 4-36 for information on installing Xerox Advanced Windows Services.

**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 In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 4-3 for information on how to access the printer driver in your Windows environment.
- 3 On the Device Settings tab, select **Accounting** from the tree.
- 4 Select **Enable**.
- 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/NT*

#### ► To submit a print job using Accounting:

- 1 Open your document and choose **File > Print**.
- 2 Click **OK**. The CentreWare Accounting dialog box opens.
- 3 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.

### *Windows 2000*

#### ► To submit a print job using Accounting:

- 1 Open your document and choose **File > Print**.
- 2 Click **Print**. The CentreWare Accounting dialog box opens.
- 3 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.

## Faxing

Sending a fax from the CentreWare printer/fax drivers involves the same basic procedure as sending a print job. When the Job Type is set to Fax, you can send a document to a remote fax machine.

**NOTE:** The following procedure applies to DC 220/230/332/340 and DC 420/432/440 models with the Fax option installed. Network Fax options can be configured on other Document Centre models with third-party applications.

### Windows 95/98/NT

#### ► To send a Fax:

- 1 Choose **File** > **Print** from within the application.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the Paper/Output tab, select **Fax** as the Job Type.

**NOTE:** If Fax does not appear in the Job Type list, open the System Configuration tab and select **LAN Fax** in the list of Installable Options. Return to the Paper/Output (Paper) tab. Fax then displays as a Job Type.

- 4 Click **OK** to return to the Print dialog. Click **OK**.
- 5 The Xerox LAN Fax Setup appears. Use the features within these tabs to create fax recipient(s) lists and for setting fax options.
- 6 Click **OK** to send the fax.

For information on Faxing with the Fax Phonebook, see *Using the Fax Phonebook* on page 3-1.



## Windows 2000

**NOTE:** For true IP networks, you can use LPR to print to an IP port on your workstation, which enables you to Fax using the Windows 2000 printer driver.

### Sending a Fax

#### ► To send a Fax:

- 1 Choose **File > Print** from within your application.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the Paper/Quality tab, then click **Advanced**.
- 4 Select **Document Options** from the options tree and then select **Fax** for Job Type.
- 5 Click **OK**.
- 6 Click **Print**. The Fax Setup dialog appears.
- 7 Select the features within these tabs to create Fax recipients and to set Fax options.

**NOTE:** Before you send your Fax, change the Print Quality (under Graphic in the options tree) to 400 dpi resolution or less. This setting remains for all print/Fax jobs until you select a different Print Quality and exit the printer driver.

- 8 Click **OK** to send.

**NOTE:** If Xerox Advanced Windows Services is not installed, an error message displays. Have your Administrator install Xerox Advanced Windows Services. You can then resume Faxing by clicking **Retry** to send your Fax to the Document Centre.

## Configuring Faxing on NetWare Networks for Windows 2000

To Fax from a Document Centre in Windows 2000 on NetWare networks, you must use the latest version of the CentreWare 5.2 NT 4.0 printer driver and Xerox Advanced Windows Services must be installed on the NT print server. Xerox Advanced Windows Services is required software which sends Faxing information to the print server.

If you are Faxing from your local port to the Document Centre, Xerox Advanced Windows Services must be installed on your workstation.

**NOTE:** The printer driver must be installed first, before Xerox Advanced Windows Services is installed. An Administrator must install Xerox Advanced Windows Services.



## Using Macintosh Printer Drivers

The following chapter summarizes the procedures required to use the features of the Xerox Document Centres 220/230/332/340, 240/255/265, 420/432/440, and 45x/46x/47x/48x. The following procedures are based on printing from Quark Express and MS Word. The procedures for printing from other applications may vary.

## Printing to the Document Centre



### To print from Microsoft Word:

- 1 Select the appropriate AppleTalk Zone, printer driver icon, and printer name from the Apple Chooser.
- 2 Select **Page Setup** from the File menu in your application and designate your setup options.
- 3 Select **Print** from the File menu. Click **Printer**. The Document Centre Print dialog is displayed.
- 4 Select your basic print options. Refer to the *balloon Help* for additional information.
- 5 Use the application menu selections and drop-down boxes to specify the printing options for your document.
- 6 Click **Print** to send the job to the Document Centre.

## Printing Options

The following section discusses how to access and use popular Document Centre printing options for your documents. Most of the options that pertain to the Document Centres are contained in the Xerox Features dialog.

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

► **To open the Xerox Features dialog:**

- 1 From your application, select **File>Print**. The application Print dialog is displayed. Click **Printer** to display the Document Centre settings.
- 2 From the drop-down box below the Printer name, select **Xerox Features**.

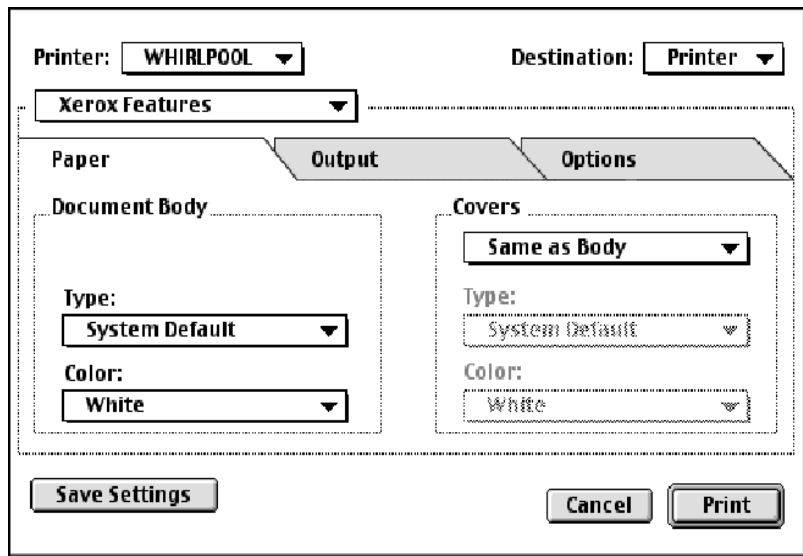


Figure 5-1: Xerox Features Dialog

## Accounting Option

**NOTE:** Not available on DC 220/230/332/340 models.

CentreWare Accounting enables organizations to track Document Centre utilization 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.

### ► To enable accounting:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 Select Accounting to enable it.

### ► To use accounting:

- 1 Click **Print**. Your application now requests the User ID and Account ID for the job in the following dialog.
- 2 Type in the User ID and Account ID.
- 3 Click **OK** to exit the dialog and print your document.

## Background Printing Option

This option allows you to continue using your application or workstation while your document prints. Otherwise, you have to wait for your document to print, and then resume working.

**NOTE:** This option is required for Faxing.

### ► To set up background printing:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Background Printing**.
- 3 Select **Print In**.
- 4 Select **Background**.
- 5 Select **Normal** for print time.

## Banner Sheet Option

The banner sheet contains user and other print job information. The default is to print a banner sheet with each job processed by the Document Centre. Follow the procedure below to not print a banner sheet with a print job.

### ► To deselect a banner sheet for a print job:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 Click **Request Banner Sheet** to deselect the option for just this print job.
- 5 Click **Save Settings** to keep the setting for all print jobs.

## Brightness Option (DC 240/255/265 and 45x/46x/47x/48x only)

This option selects the lightness or darkness of your printed documents.

### ► To adjust the brightness of your print job:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 From the Image Quality list box, select a brightness level.



## Collate and Staple Options

**NOTE:** The Finisher must be selected as an installed option in the Chooser in order to staple your print job.

This option is used to select collated and stapled printed documents. The DC 240/255/265 and 45x/46x/47x/48x Document Centre models support stapling using 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).

### ► To request collated and stapled output:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Enter the number of copies to be printed.
- 3 Select **Xerox Features**.
- 4 Select the **Output** tab and select **Output/Staple**.
- 5 From the Output/Staple list box, select a collated option.

## Cover Option

This option specifies a front and/or back cover for your printed documents. You also select the paper type and color for the covers.

► **To specify a cover, paper type, and color:**

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Paper** tab.
- 4 Select **Covers**. From the list box, select an option to enable covers.
- 5 From Covers, select a paper type from **Type**.
- 6 Select a paper color from **Color**.

## Delayed Print Option

This option selects a specific time for your document to print.

### ► To delay the printing of your job:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the Job Type list box , select **Delayed Print**.
- 5 Set the time of day for the print job, then click **AM** or **PM**.
- 6 Click **Print**. The job is held at the Document Centre, then printed at the specified time.

## DocuTech 135 Emulation Option (DC 240/255/265 and 45x/46x/47x/48x only)

This option uses print quality, layout, margins, and resolutions to mimic the Xerox DocuTech 135 output.

### ► To enable printing for DocuTech 135 Emulation:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select the **Xerox Features** dialog.
- 3 Select the **Options** tab.
- 4 Click **DocuTech Emulation**.
- 5 Click **Save Settings** to retain DocuTech 135 Emulation for other print jobs.

## N-Up Option

This option prints more than one page of a document on a single sheet of paper.

### ► To print multiple pages on a single sheet:

- 1 From your application, select **File>Print**.
- 2 Click **Printer**. Then select **Layout**.
- 3 Select the number of pages per sheet.
- 4 Select a border type.

**NOTE:** The availability of Print on Both Sides and Binding orientation is determined by your Document Centre configuration.

## Print to File Option

This option prints your document to a PostScript or Encapsulated PostScript (EPS) file. The selections allow you to specify printing speed or portability preferences for the PostScript or EPS file.

### ► To send your output to a PostScript or EPS file:

- 1 From your application, select **File>Print**.
- 2 Select **Save as File** from the Destination list box.
- 3 Select **PostScript Settings**.
- 4 Click **Save Settings**.
- 5 Print your document to the file.

## Resolution Option

This option specifies the dpi (dots per inch) at which your documents are printed. A higher dpi prints a clearer or crisper image.

► **To set the resolution for a printed document:**

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 Select a resolution from the list box.

## Sample Set (Proof Print) Option

This option enables you to send a multiple-set job to the Document Centre, proof one copy of the document, and hold the remaining sets in the Document Centre print queue until after you proof the sample.

### ► To print a Sample Set:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Enter the number of sets to be printed.
- 3 Select **Xerox Features**.
- 4 Select the **Output** tab.
- 5 From the Job Type list box, select **Sample Set**.
- 6 Print your document. One copy of your job prints as a sample for the entire job. The rest of the job is held at the Document Centre.
- 7 Check the printed document sample before continuing the print job.

### ► To complete the job:

- 1 Go to the Document Centre control panel and press **Job Status**.
- 2 Press the name of your print job to select it.
- 3 Press **Release** or **Delete** to continue printing the job or delete the job.

## 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 a four-digit identification number. This number or password can be any numeric value between 0000-9999.

### ► To print a confidential document:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the Job Type list box, select **Secure Print**.
- 5 Enter a four-digit identification number for **Password**.
- 6 Click **Print**. Your print job will be held at the Document Centre until you release the job at the Document Centre's control panel.

### ► To release the job:

- 1 Go to the Document Centre control panel and press **Job Status**.
- 2 Press the name of your job until it highlights.
- 3 Press **Release** to continue with the job.
- 4 Enter your Secure Print ID on the numeric keypad, and press **Enter**. Your document prints.

## Two Sided Printing (Duplex) Option

**NOTE:** The 2 Sided Printing (duplex) option must be configured on your Document Centre before you can select this option.

This option specifies how to print the image of your document on 2 sides of the paper. You can select to print the document like a book (**2 Sided (Long Edge)**) or like a calendar (**2 Sided (Short Edge)**).

### ► To print on both sides of the paper:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the 2 Sided Printing list box, select **2 Sided (Short Edge)** or **2 Sided (Long Edge)**.



## Transparency Option

When printing transparencies, this option enables you to specify whether paper separator pages are inserted between each transparency sheet. Transparency separators can be blank or printed.

### ► To insert transparency separators:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select **Xerox Features**.
- 3 Select Transparency Separators.
- 4 Select **Blank** or **Imaged**.
- 5 Click **Color** to view and select from the color list.

## Watermark Option

This option prints a watermark on your document. You can select an available watermark, or create a custom watermark and specify where the watermark is printed on your document.

### ► To add or customize a Watermark:

- 1 From your application, select **File>Page Setup**.
- 2 From the Page Attributes list box, select **Watermark**.
- 3 Select pages for Watermark placement.
- 4 Select a Watermark or select **Edit** to customize a Watermark for your document.
- 5 When finished, click **OK**.

## Faxing Option (DC 220/230/332/340 and 420/432/440)

The CentreWare fax software works in conjunction with your application to send your current document as a fax. You can also create a Fax Phonebook, which allows you to optimize faxing by maintaining a directory of fax recipient numbers and groups.

**NOTE:** Background Printing must be on for faxing to work. *See Background Printing Option* on page 5-5 in this chapter for more information.

### Fax Phonebook

The CentreWare fax software contains the Fax Phonebook, which you can use to maintain and access recipient information quickly and easily.

- Sort list box allows you to select the sort criteria for the Fax Phonebook entries. You may sort by last name or by company name.
- Filter box allows you to restrict the display in the left list box. The display will show only records that match the data in the Filter box. For example, to show only people with phone numbers starting with 425, enter 425 in the Filter box.
- New Group button allows you to create groups of recipients.

## Creating a Fax Phonebook

### ► To create and edit a Fax Phonebook:

- 1 From your application, select **File>Print**. Click **Page Setup**.
- 2 Select the **Xerox Features** dialog.
- 3 Select the **Output** tab.
- 4 Select **Fax** from the Job Type list box. The CentreWare Fax dialog is displayed.
- 5 From the **Phonebook File** menu, select **New**.
- 6 Select the location and enter a name for the Fax Phonebook file, then click **Save**.
- 7 Click **New Entry** to create new entries for the Fax Phonebook.
- 8 Complete the *First Name*, *Last Name*, *Company*, and *Fax #* fields. Click **Save**. Create as many new entries as desired.
- 9 Edit a fax phonebook record by double-clicking the record in the left list box on the CentreWare Fax dialog. The Create/Edit Fax Entry box displays.
- 10 Make changes and click **Save**.

## Sending a Fax

### ► To send a fax:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select the **Xerox Features** dialog.
- 3 Select the **Output** tab.
- 4 Select **Fax** from the Job Type list box. The CentreWare Fax dialog is displayed.

**NOTE:** If you do not have a Fax Phonebook file (containing names and fax numbers), you must create the file. See *To create and edit a Fax Phonebook:* on page 5-17 for information on creating the Fax Phonebook file.

- 5 A list of entries for the Fax Phonebook is displayed in the left list box. Select the name(s) of the recipients, and click **Add**. The recipient names move to the list box on the right.
- 6 From the Cover Page list box, select **Include** if you wish to send a cover page. Click **Cover Options** to specify information to be placed on the cover page.
- 7 Click **Save** when finished.
- 8 Click **Fax Setup** to select an outside line dialing prefix (9). You may also select **Print Confirmation Sheet**.
- 9 Click **Save** when finished.
- 10 If a cover page is included, type a cover page note in **Notes/Comments**.
- 11 Click **Send**. A message appears inquiring whether you want to save changes to the fax data file. Click **Save** if you want to save the changes.
- 12 The Xerox Features dialog is displayed. Click **Print** to send the fax. The Document Centre dials the number(s) and sends the fax. A confirmation sheet prints if specified, after the fax is sent.

## Sending a Delayed Fax

### ► To send a delayed fax from your desktop:

- 1 From your application, select **File>Print**. Click **Printer**.
- 2 Select the **Xerox Features** dialog.
- 3 Select the **Output** tab.
- 4 Select **Fax** from the Job Type list box. The CentreWare Fax dialog is displayed.
- 5 Designate recipients and any other desired options. Click **Send**. The Xerox Features dialog is displayed with a time of day box.
- 6 Type in the send time and click **Print** to process. The fax is held at the Document Centre, then sent at the specified time. A confirmation sheet prints if specified, after the fax is sent.





## Using UNIX DCPR

DCPR enables you to choose the special features and functions of the Document Centre via a GUI (graphic user interface) or command line.

The DCPR Tool is, in the Unix environment, what a printer driver is in the Windows environment. In other words, the DCPR Tool provides a GUI that allows the user to make choices related to the print job. For example, the user can make selections for:

- Collating and Stapling
- Output Destination

The UNIX DCPR Tool can be used with Sun OS and Solaris, HP-UX, and AIX.

DCPR can print PostScript, ASCII text, Portable Document Format (PDF), or Tagged Image File Format (TIFF) files.

Once you initiate a printing command, the tool intercepts this command and opens the GUI. The UNIX DCPR Tool then forwards the PostScript, Text, PDF, or TIFF file via the print protocol to the Document Centre.

**NOTE:** DCPR assumes that PostScript documents submitted for printing conform to Adobe Document Structuring Conventions (ADSC). If you submit a non-conforming document to DCPR, your results may be unpredictable.

For more information about Adobe Document Structuring Conventions, refer to the PostScript Language Reference Manual, 2nd Edition, by Adobe Systems Inc., Appendix G: Document Structuring Conventions - Version 3.0.

## Graphical User Interface Printing

### ► To print using the DCPR's graphical interface:

1 Type:

```
<model number> <options> {<file>}*
```

where,

*<model number>* = the Document Centre Model number:  
for example, dc440

*<options>* = options specific to your Document Centre model which can be designated through the GUI. The two most common options are the queue name and an output file name. Both are illustrated below.

*<file>* = the name of the file to be printed.

For example:

```
dc220st museum.ps
```

```
dc265 -d<qname> museum.ps
```

```
dc440 -o out.ps <filename>
```

```
dcpr -c -d<qname> f1.ps f2.txt f3.ps
```

```
a2ps -M A4 -o - <filename> | dc265 -M A4 -
```

```
enscript -M A4 -o - <filename> | dc440 -M A4 -o - | psnup
```



- 2 The DCPR graphical interface appears. Select a tab to specify desired print options, and click **Print** to send the job to the Document Centre for printing.

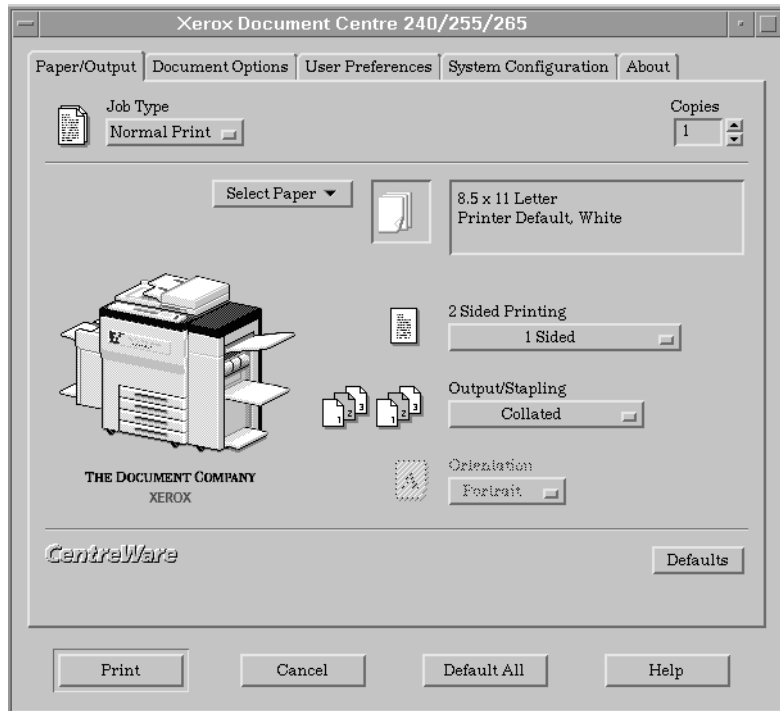


Figure 6-1: DCPR Graphical Interface

## Command Line Printing

If you prefer not to use a GUI interface, DCPR also enables you use command line references to print. Specific print options for each Document Centre are outlined in *Print Options* on page 6-5.

### ► To print using command lines:

Type:

```
<model number> -nogui <options> {<file>}*
```

where,

<model number> = the Document Centre Model number;  
for example, dc440

<options> = options specific to your Document Centre model; and,

<file> = the name of the file to be printed.

For example:

```
dc230st -nogui museum.ps
```

```
dc265 -nogui -JobType Secure -Password 4567 <filename>
```

# Print Options

## Document Centre 220/230/332/340 and 420/432/440

The following print options are available:

Command	Options
-n{ogui}	
-v{erbosity} <integer>	
-o{utput} <file name>	
-Banner	True, False
-Draft	True, False
-# -NumCopies	d
-Password	dddd
-PrintTime	hh:mm (24 hour format)
-JobType	Normal, Secure, Proof, Delay
-M -PageSize	Letter, Legal, Tabloid, Statement, FanFoldGermalLegal, A3, A4, A5, A6, Postcard, EnvMonarch, EnvISOB5, Env10, EnvDL, EnvC5
-MediaType	Standard, Drilled, Transparency, PrePrinted, Labels, Recycled, Tabs, Heavyweight, Other
-MediaColor	White, Blue, Yellow, Green, Pink, Clear, Buff, Red, Orange, Ivory, Gray, Goldenrod, Other
-CoverImaged (DC 220/230/332/340 only)	True, False
-CoverState (DC 220/230/332/340 only)	True, False (DC 220/230/332/340 only)
-CoverType	Standard, Drilled, Transparency, PrePrinted, Labels, Recycled, Tabs, Heavyweight, Other
-CoverColor	White, Blue, Yellow, Green, Pink, Clear, Buff, Red, Orange, Ivory, Gray, Goldenrod, Other

**Table 6-1: Print Options for Document Centre  
220/230/332/340 and 420/432/440**

Command	Options
-Interleave	None, Blank, Imaged
-InterColor	White, Blue, Yellow, Green, Pink, Clear, Buff, Red, Orange, Ivory, Gray, Goldenrod, Other
-InputSlot	Auto, Tray1, Tray2, Tray3, Tray4, ManualFeed, Tray6, Tray7
-outputBin	CenterTray (DC 220/230/332/340 only), Top Tray Stacker (DC 440/432/440 only), Finisher, SideTray, Mailbox1, Mailbox2, Mailbox3, Mailbox4, Mailbox5, Mailbox6, Mailbox7, Mailbox8, Mailbox9, Mailbox10
-Resolution	400, 600
-Duplex	None, NoTumble, Tumble
-Collate	True, False, Staple
-Accounting (DC 440/432/440 only)	True, False <b>NOTE:</b> Accounting must be set to True for the following options to function.
-SaveAccountCode	True, False
-ConcealAccountID (Available in GUI mode only)	True, False
-ConcealUserID (Available in GUI mode only)	True, False
-AccountID <string>	Letters, digits, spaces, and special characters: ( ) : ' . / \ - = ~ ! @ # \$ % ^ & * _ <b>NOTE:</b> A quote is required if a space is used in the Account ID, for example "abc 123".
-UserID <string>	Letters, digits, spaces, and special characters: ( ) : ' . / \ - = ~ ! @ # \$ % ^ & * _ <b>NOTE:</b> A quote is required if a space is used in the User ID, for example "abc 123".

**Table 6-1: Print Options for Document Centre  
220/230/332/340 and 420/432/440 (Continued)**

## Document Centre 240/255/265 and 45x/46x/47x/48x

The following print options are available:

Command	Options
-n{ogui}	
-v{erbosity} <integer>	
-o{utput} <file name>	
-Banner	True, False
-Draft	True, False
-Jog	True, False
-# -NumCopies	d <b>NOTE:</b> The maximum is 9999 copies.
-Password	dddd
-JobType	Normal, Secure, Proof
-M -PageSize	Letter, Legal, Tabloid, Statement, Executive, 5x7, 8x10, 9x11, TabloidExtra, 4x6Pcard, A3, A4, A4Cover, A5, A6, B4, B5, B6, SpanishRX, FanFoldGermalLegal, 220x330, 815, DoublePcardRotated
-MediaType	Default, Standard, Punched, Transparency, Letterhead, Heavyweight, Recycled, Bond, Labels, PrePrinted, Custom1, Custom2, Custom3, Custom4, Custom5, Custom6, Custom7, Other
-MediaColor	White, Blue, Yellow, Green, Pink, Clear, Ivory, Gray, Buff, Goldenrod, Red, Orange, Custom1, Custom2, Custom3, Custom4, Custom5, Custom6, Custom7, Other, Any
-CoverState	True, False
-CoverImaged	True, False
-CoverPlace	FirstOnly, FirstLast

**Table 6-2: Print Options for Document Centre  
240/255/265 and 45x/46x/47x/48x**

Command	Options
-CoverType	Default, Standard, Punched, Transparency, Letterhead, Heavyweight, Recycled, Bond, Labels, PrePrinted, Custom1, Custom2, Custom3, Custom4, Custom5, Custom6, Custom7, Other
-CoverColor	White, Blue, Yellow, Green, Pink, Clear, Ivory, Gray, Buff, Goldenrod, Red, Orange, Custom1, Custom2, Custom3, Custom4, Custom5, Custom6, Custom7, Other, Any
-Interleave	None, Blank, Imaged
-InterColor	White, Blue, Yellow, Green, Pink, Clear, Ivory, Gray, Buff, Goldenrod, Red, Orange, Custom1, Custom2, Custom3, Custom4, Custom5, Custom6, Custom7, Other, Any
-InputSlot	Auto, Tray1, Tray2, Tray3, Tray4, Bypass, HighCap
-Resolution	601, 602, 1200, 1800
-Duplex	None, NoTumble, Tumble
-Collate	True, False, Staple1P, Staple1L, Staple2L
-ImageQuality	-3, -2, -1, 0, 1, 2, 3
-LeadingEdge	Default, ShortEdgeTop, LongEdgeTop, ShortEdgeBottom, LongEdgeBottom
-Accounting	True, False  <b>NOTE:</b> Accounting must be set to True for the following options to function.
-SaveAccountCode	True, False
-ConcealAccountID	True, False
-ConcealUserID	True, False
-AccountID <string>	Letters, digits, spaces, and special characters: ( ) : ' . / \ - = ~ ! @ # \$ % ^ & * _  <b>NOTE:</b> A quote is required if a space is used in the Account ID, for example "abc 123".

**Table 6-2: Print Options for Document Centre  
240/255/265 and 45x/46x/47x/48x (Continued)**

Command	Options
-UserID <string>	<p>Letters, digits, spaces, and special characters: ( ) : ' . / \ - = ~ ! @ # \$ % ^ &amp; * _</p> <p><b>NOTE:</b> A quote is required if a space is used in the User ID, for example "abc 123".</p>

**Table 6-2: Print Options for Document Centre  
240/255/265 and 45x/46x/47x/48x (Continued)**

## DCPR Print Options

The following pages show how to access popular Document Centre options. These procedures assume that you have opened the CentreWare DCPR application except in the instances where a command line is presented.

**NOTE:** The options are arranged alphabetically.

## Accounting Option

**NOTE:** Not available on DC 220/230/332/340 models.

This option enables organizations to track Document Centre utilization 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.

### Enable Accounting

► **To enable the Accounting feature:**

- 1 Select the User Preferences tab.
- 2 Select **Enable Accounting**.
- 3 Select **Save Accounting Codes** (Optional). This option will save accounting codes between sessions.
- 4 Select **Conceal Account ID** and **Conceal User ID** (Optional). These options will display asterisks in place of alphanumeric characters within the Accounting text boxes.



## Using Accounting

### ► To use the Accounting Feature:

- 1 Select all of your print options for the current job.
- 2 Click **Print**. The software will now request the User ID and Account ID for the job.

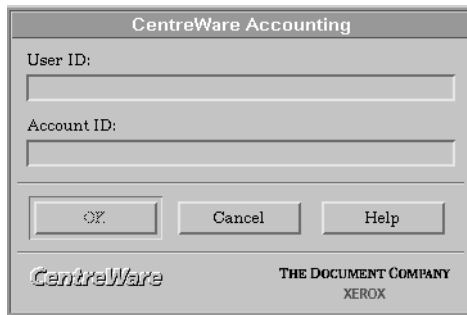


Figure 6-2: User/Account ID

- 3 Type a **User ID** and **Account ID**.
- 4 Click **OK**.

## Banner Sheet Option

This option prints a banner sheet with each print job. The banner sheet contains user and other print job information.

### ► To request a banner sheet for a print job:

- 1 Select the **Document Options** tab.
- 2 Under **Banner Sheet**, select **Request Banner Sheet**.

## Collate and Staple Option

This option selects to collate and staple your documents. The DC 240/255/265 and 45x/46x/47x/48x Document Centre models support stapling using 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).

### ► To request collated and stapled output:

- 1 Select the **Paper/Output** tab.
- 2 In the **Copies** box, set the number of document sets you wish to print.
- 3 Select the **Output/Stapling** list box and select a collated option.

**NOTE:** The **Finisher** must be selected on the **System Configuration** tab in order to staple your print job. See *Configuring Installed Options* on page 6-13.

## Configuring Installed Options

This option allows you to set up the options, such as duplexing, that are available on your Document Centre.

► **To configure DCPR with your printer's installed equipment:**

- 1 Select the **System Configuration** tab.
- 2 Select **Installable Options**.
- 3 From the list box, select the model of your Document Centre.
- 4 Move down to the list of Document Centre options, such as 2 Sided Printing, LAN Fax, Finisher, and Mailbox.
- 5 Select the check box for each installed option on your printer. The bitmap image of the printer will display each option as it is added.
- 6 Click **Save Configuration**.

**NOTE:** The Save Configuration feature requires file permissions to modify and write to (update) the DCPR settings. Therefore, this option is typically used only by Systems Operators or advanced users.

## Covers Option

This option specifies a front and/or back cover for your printed documents. You also select the paper type and color for the covers.

► **To specify a cover, paper type, and color:**

- 1 Select the **Paper/Output** tab.
- 2 Select the **Select Paper** list box, then select **Covers & Advanced**. The **Cover** list box opens.
- 3 Select **State**, then select **Enabled**.
- 4 Select **Type**, then select a paper type (for example, **Standard** or **Drilled**).
- 5 Select **Colors**, then select a color.
- 6 Select **Imaged**, then select **True** or **False**.
- 7 Select **Placement**, then select **First Page Only** or **First & Last Page**.

**NOTE:** The **Placement** option is available only on the DC 240/255/265 and 45x/46x/47x/48x.

- 8 Select **Paper Tray**, then select **Autoselect** or a specific tray.

## Delayed Print Option

This option selects a specific time for your document to print.

### ► To delay the printing of your job:

- 1 Select the **Paper/Output** tab.
- 2 Select the **Job Type** list box, then select **Delay Print**.
- 3 Specify the time of day for the print job, then specify **AM** or **PM**.
- 4 Click **Print**. The job will be held at the Document Centre, then printed at the specified time.

**NOTE:** This feature operates within a 24 hour time frame.

## Draft Mode Option

This option prints documents in gray shades, instead of solid black, to conserve dry ink.

### ► To print a document in Draft mode:

- 1 Select the **Document Options** tab.
- 2 Under Draft Mode, select **Conserve Dry Ink**.

## Image Quality Option (DC 240/255/265 and 45x/46x/47x/48x only)

This option selects the lightness or darkness of your printed documents.

### ► To set Image Quality:

- 1 Select the Document Options tab.
- 2 In the **Image Quality** box, click the list box and select a value from 3 to -3. The available values represent printed output quality from dark to light.

## Orientation Option (DC 240/255/265 and 45x/46x/47x/48x only)

**NOTE:** The Orientation feature is only for TIFF file printing.

This option selects to print your documents either in portrait (tall) or landscape (wide) orientation.

### ► To change the orientation of your printed output:

- 1 Select the Paper/Output tab.
- 2 Select the Orientation list box, then select **Portrait** or **Landscape**.

## Print to PostScript File Option

This option prints your document to a PostScript file.

### ► To send your output to a PostScript file:

- 1 This feature is available from the command line only.
- 2 The command syntax is:

```
dcxxx <inputfile> -output <filename>
```

## Resolution Option

This option specifies the dpi (dots per inch) at which your documents are printed. A higher dpi prints a clearer or crisper image.

### ► To set the resolution of the printed image:

- 1 Select the Document Options tab.
- 2 Under **Resolution**, select the desired resolution:

## Sample Set Print (Proof Print) Option

This option enables you to send a multiple-set job to the Document Centre, proof one copy of the document, and hold the remaining sets in the Document Centre print queue until after you proof the sample.

### ► To print one complete set of your job:

- 1 Select the Paper/Output tab.
- 2 Select the Job Type list box, then select **Sample Set**.
- 3 In the Copies box, set the number of document sets you want to print.
- 4 Click **Print**. One document set (the sample set) will be printed. After proofing the Sample Set, you can print or delete the remaining sets from the job queue.
- 5 Go to the Document Centre control panel and press **Job Status**.
- 6 Press the name of your job to select it.
- 7 Press **Release** or **Delete** as needed. The remaining document sets are printed or deleted.



## 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 a four-digit Identification Number. This number can be any numeric value between 0000-9999.

### ► To print a confidential document:

- 1 Select the **Paper/Output** tab.
- 2 Select the **Job Type** list box, then select **Secure Print**.
- 3 Click the **Secure Print Setup** button.
- 4 Type and confirm a 4 digit Secure Print ID (password).
- 5 Click **OK**.
- 6 Click **Print**. Your print job will be held at the Document Centre until you release the job at the Document Centre's control panel.
- 7 Go to the Document Centre control panel and press **Job Status**.
- 8 Find your document on the list of All Incomplete Jobs; press the name until it highlights.
- 9 On the new screen, press **Release** to continue with the job.
- 10 Enter your Secure Print ID on the numeric keypad.
- 11 Press **Enter**. Your document prints.

## TIFF File Printing Option

This option allows you to print a TIFF file. DCPR automatically detects a TIFF file when it is submitted for printing. Some printing options are not available for your TIFF document.

### ► To print a TIFF file:

- 1 The command to print the TIFF file is the same as for a PostScript or an ASCII file. For example:

```
dcxxx -d<qname> image.tif
```

where xxx is the Document Centre model number, for example 465.

- 2 Select printing options in DCPR and click **Print**.

## PDF File Printing Option

This option allows you to print a PDF file. DCPR automatically detects a PDF file when it is submitted for printing using the GUI or command line. Some printing options are not available for your PDF document.

### ► To print a PDF file:

- 1 The following options send a PDF file to the Document Centre:

```
dcxxx -nogui -d<qname> image.pdf (from command line)
```

```
dcxxx -d<qname> image.pdf (from GUI)
```

where xxx is the Document Centre model number, for example 465.

- 2 Select printing options in DCPR and click **Print**.

## Two Sided Printing Option

This option specifies how to print the image of your document on 2 sides of the paper. You can select to print the document like a book (Flip on Long Edge) or like a calendar (Flip on Short Edge).

### ► To print on both sides of the paper:

- 1 Select the Paper/Output tab.
- 2 Select the 2 Sided Printing list box.
- 3 Select **2 Sided Flip on Long Edge** or **2 Sided Flip on Short Edge**.

**NOTE:** You must select the 2 Sided Printing (Duplex) option on the DC 220/230/332/340 and 420/432/440 System Configuration tab in order to enable two Sided Printing.

## Transparency Option

This option enables you to specify whether paper separator pages will be inserted between each transparency sheet. Transparency separators can be blank or printed.

### ► To insert transparency separators:

- 1 Select the Document Options tab.
- 2 Select **Transparency Separators**.
- 3 From the Options list box, select **Blank Separators** or **Printed Separators**.
- 4 Click the Color list box and select a color.

# Faxing

**NOTE:** Available on DC 220/230/332/340 and 420/432/440 models only.

The Document Centres 220/230/332/340 and 420/432/440 provide LAN fax capability from your Unix workstation.

You specify the file to be faxed and then use the DCPR GUI to send the fax.

## Highlights

- The Phonebook allows you to store names and fax phone numbers of recipients.
- If you are sending to a new recipient, type the name and fax phone number of the recipient. You may copy this information into the Phonebook without retyping it.
- When you send a fax from your workstation, the Document Centre dials the recipient(s) number and sends the fax.
- You have the option of including a cover sheet with your fax.

**NOTE:** LAN Fax must be enabled on the System Configuration tab of your Document Centre.

## Sending a Fax

### ► To send a fax from your desktop:

- 1 Launch the DCPR GUI by typing:  

```
<model number> -d<qname> filename
```

  
where *filename* is the name of the file to be faxed.
- 2 Select the Paper/Output tab.
- 3 Select the Job Type list box, then select **Fax**. The Fax Setup button is displayed.
- 4 Click **Fax Setup**.
- 5 Click **Show Phonebook**.

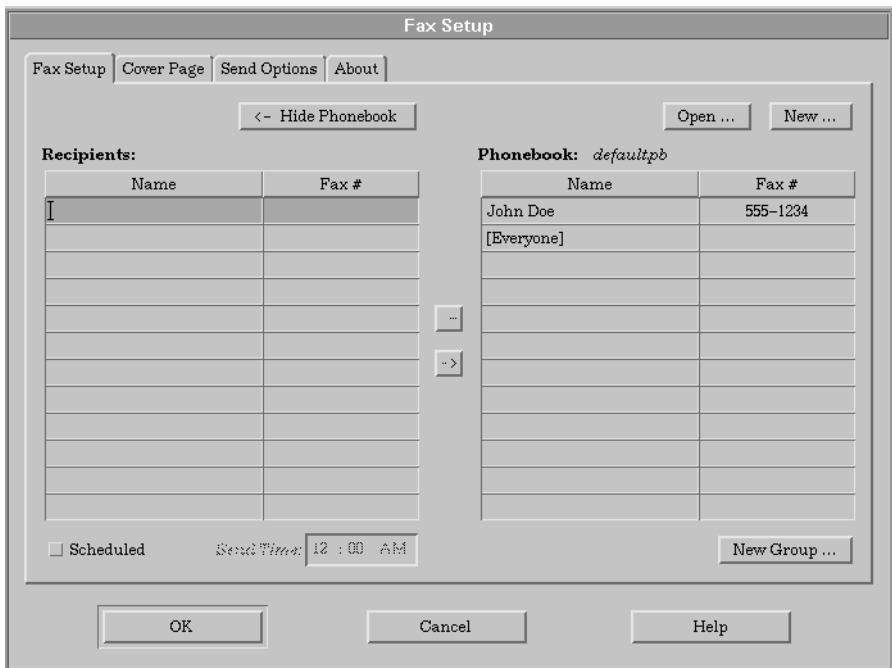
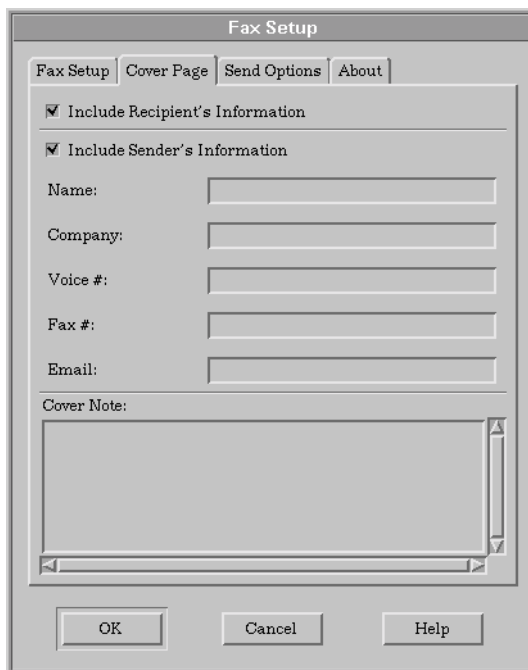


Figure 6-3: Fax Phonebook

- 6 Click each recipient of this fax in the Phonebook on the right and click the left arrow button to move the recipient name and fax phone number to the Recipient list on the left.

**NOTE:** More than one name may be selected in the Phonebook at one time. Use shift-click to select additional names. Then click the arrow to copy these names from one list to another.

- 7 For a recipient that is not in the Phonebook, type the name and fax phone number in the Recipient list on the left. Click the right arrow to copy the name and fax phone number into the Phonebook for future use.
- 8 Select the Cover Page tab.



The image shows a 'Fax Setup' dialog box with the 'Cover Page' tab selected. The dialog has four tabs: 'Fax Setup', 'Cover Page', 'Send Options', and 'About'. Under the 'Cover Page' tab, there are two checked options: 'Include Recipient's Information' and 'Include Sender's Information'. Below these are five text input fields labeled 'Name:', 'Company:', 'Voice #:', 'Fax #:', and 'Email:'. At the bottom of the input section is a 'Cover Note:' label followed by a large text area with a vertical scrollbar. At the very bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

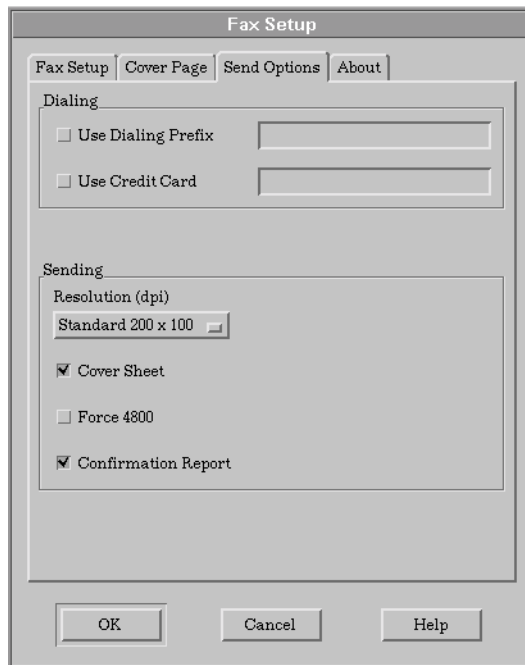
**Figure 6-4: Cover Page**

- 9 This tab allows you to specify the contents of the cover page. In addition to the recipient and sender information, you may type a cover note in the box.

**NOTE:** Once you have entered the sender information and sent a fax with this information on the cover sheet, the information is saved for future cover sheets that you create.

You must select **Cover Sheet** on the Send Options tab to have your cover page sent.

- 10 Select the Send Options tab.



**Figure 6-5: Send Options**

- 11 Select **Use Dialing Prefix** to specify an outside line dialing prefix (9). You can enter and use a Credit Card number for your call.
- 12 Select the Resolution list box to specify your transmission resolution.
- 13 Select **Cover Sheet** to include the cover sheet with your transmission.
- 14 Force 4800 slows the speed of transmission. This selection is used to match the fax equipment that is receiving your transmission. Standard fax transmission speed is 14,400 bps.
- 15 Select **Confirmation Report** to print a confirmation of your fax transmission.
- 16 Click **OK** when your fax setup is complete.
- 17 Click **Print** to send your fax.

## Scheduled Fax

This option enables you to send a fax at a specific time.

### ► To send a scheduled fax from your desktop:

- 1 Select the Fax Setup tab.
- 2 Click **Scheduled Fax**.
- 3 Type the fax send time in the Send Time box. The time settings can be specified in either a 12 or 24 hour time format.
- 4 Click **Print** when your fax setup is complete and you are ready to send the fax. The fax is held at the Document Centre, then sent at the specified time. An optional confirmation sheet prints after the fax is sent if specified.



## Fax Phonebook

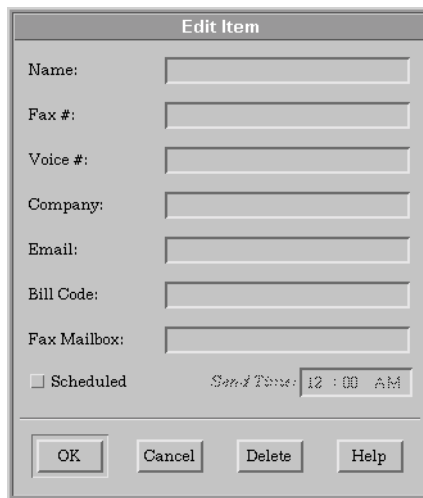
The Fax Phonebook is a software tool that enables you to create and manage a list of personal and professional contacts with whom you correspond via facsimile.

### Creating a Record

► **To create a new record in a Fax Phonebook:**

- 1 Double-click a blank record to display the Edit Item window.

**NOTE:** If a blank record is not visible in your Fax Phonebook, press the down arrow on your keyboard to scroll to a blank record, then double-click.



**Figure 6-6: Edit Item**

- 2 Type in the Name and Fax Phone Number. The sort capability for the Fax Phonebook works from left to right in the Name and Fax Phone Number fields. Therefore, you must enter the new name using this format:  
Last Name, First Name (in order to sort by last name).

- 3 The remainder of the fields are optional:  
Voice #, Company, E-mail, Bill Code, Fax Mailbox.
- 4 Select **OK** to move the new record into the phonebook.

**NOTE:** In the Phonebook listing, click **Name header** to sort by name, in ascending order. Click **Fax header** to sort by Fax Phone Number.

## Editing or Deleting a Record

### ► To edit or delete a record in a Fax Phonebook:

- Edit a record in the Fax Phonebook by double-clicking the record in the Phonebook. The Edit Item window displays. Make changes and click **OK**.
- Delete a record in the Fax Phonebook by selecting the record and then pressing the delete key on the keyboard. The record is deleted.

## Creating a Group

### ► To create a Group in the Fax Phonebook:

- 1 Click **New Group** (located below the open phonebook).
- 2 Type a name for the new group, then click **OK**. The new group appears as an empty list on the left side of the screen.
- 3 Copy names from the Phonebook on the right by selecting one or more names in the Phonebook, then clicking the arrow to add the names to the new group.
- 4 Click **Done**.

## Editing a Group

### ► To edit a group:

- 1 Access a group by double-clicking the group in the Phonebook. The Edit Group window displays.
- 2 Copy names from the Fax Phonebook on the right by selecting one or more names in the Phonebook, then clicking the arrow to add the names to the existing group.
- 3 Delete a recipient from the group by selecting a name in the Group and clicking **Delete Items**.
- 4 Delete the Group by selecting the group in the Fax Phonebook and clicking **Delete Group**.
- 5 When finished, click **Done**.

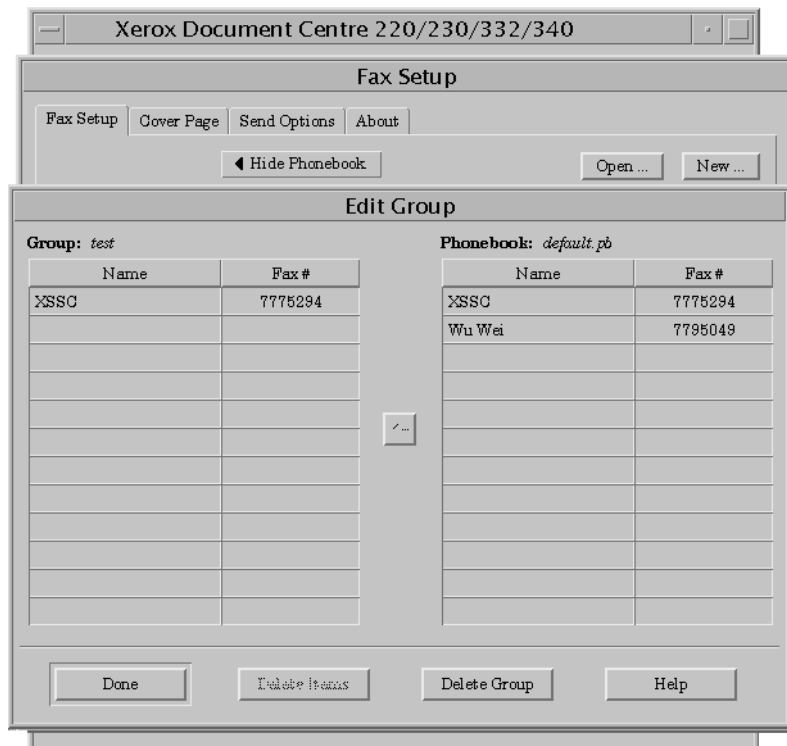
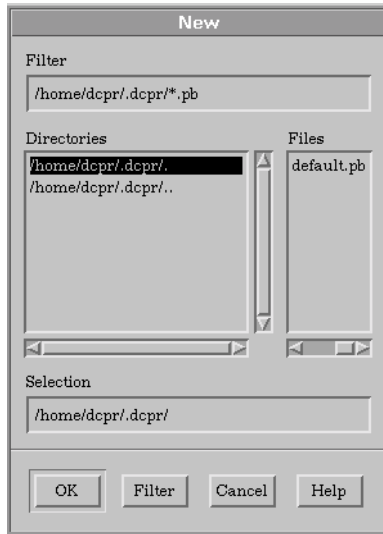


Figure 6-7: Edit Group

## Creating a Fax Phonebook

### ► To create a new Phonebook file:

- 1 Click **New** above the open Phonebook. The **New** file window is displayed.



**Figure 6-8: New Phonebook File**

- 2 Select the location for the new Fax Phonebook file from the list in the Directories list, then click **Filter**. Your selected location appears in the Selection field.
- 3 If you want to use a location that is not in the Directories list, type the location in the Filters field, then click **Filter**. Your selected location appears in the Selection field.

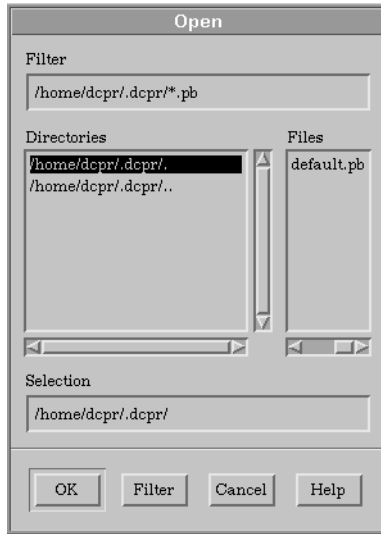
**NOTE:** The default file extension for phonebook is **.pb**. You can search for phonebook files with **\*.pb** if you use this extension for all new phonebook files.

- 4 In the Selection field, append the name for the new phonebook file to the location, then click **OK**.

## Opening a Fax Phonebook

### ► To Open an existing Fax Phonebook file:

- 1 Click **Open** above the open Fax Phonebook. The Open file window is displayed.



**Figure 6-9: Open Phonebook File**

- 2 Type the phonebook location in the Filters field, then click **Filter**.  
OR  
If you do not know the location of the Fax Phonebook file, type **\*pb** (for phonebook files) in the Filters field, then click **Filter**. A list of locations appears in the Directories list.
- 3 Select the location of your phonebook, then click **Filter**. Your selected location appears in the Selection field and a list of phonebook files appears in the Files list.
- 4 Click the phonebook file name in the Files list, then click **OK**.





## Using OS/2 Printer Drivers

This chapter explains how to use OS/2 printer driver options to access popular features of the Document Centre 220/230/332/340, 240/255/265, 420/432/440, and 45x/46x/47x/48x. The printer drivers enable you to perform a variety of basic and advanced printing and faxing tasks which are available on your particular Document Centre model.

## Printing to the Document Centre

Use the following procedure to print from AmiPro 3.0. The procedure for printing from other applications may vary.

► **To print from AmiPro 3.0:**

- 1 Select **Print** from the File drop down menu in the application. The application print dialog is displayed.
- 2 Select a printer from the list of available printers.
- 3 Select your basic print options such as page range.

**NOTE:** Designate the number of copies in the Document Centre printer driver instead of the application print dialog.

- 4 Click **Setup** to open the Document Centre printer driver and make your print selections.
- 5 Click **Save** to retain your settings. The application Print dialog displays.
- 6 Click **OK** to print the job.



# Printing Options

The following section discusses how to access and use popular Document Centre features. The printing options for these features are contained in the Document Centre printer driver.

**NOTE:** The options are arranged in this section alphabetically.

## Accessing the Printing Options

To view the printing options, you access the Document Centre printer driver. You can access the printer driver for your Document Centre from within an application, such as AmiPro, or right-click the printer icon within the OS/2 desktop and select **Properties**.

The following printer driver dialog appears, depending on the model of your Document Centre.

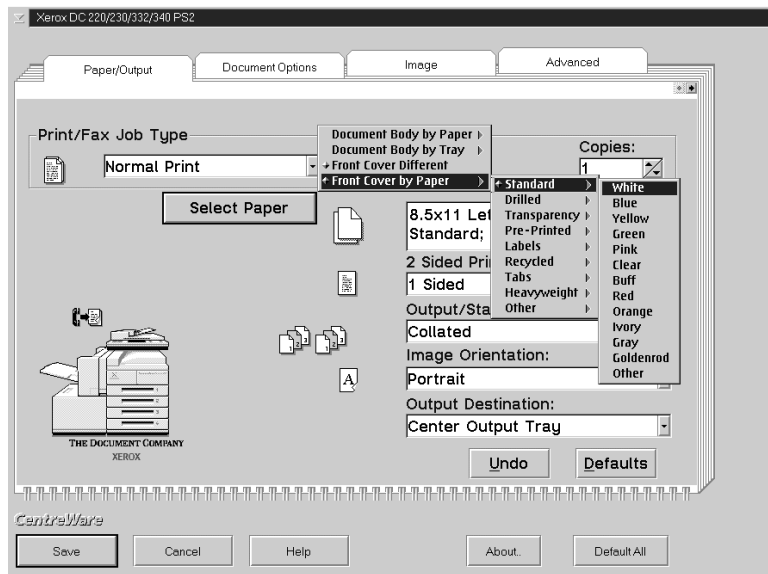


Figure 7-1: DC 220/230/332/340 and 420/432/440 OS/2 Printer Driver

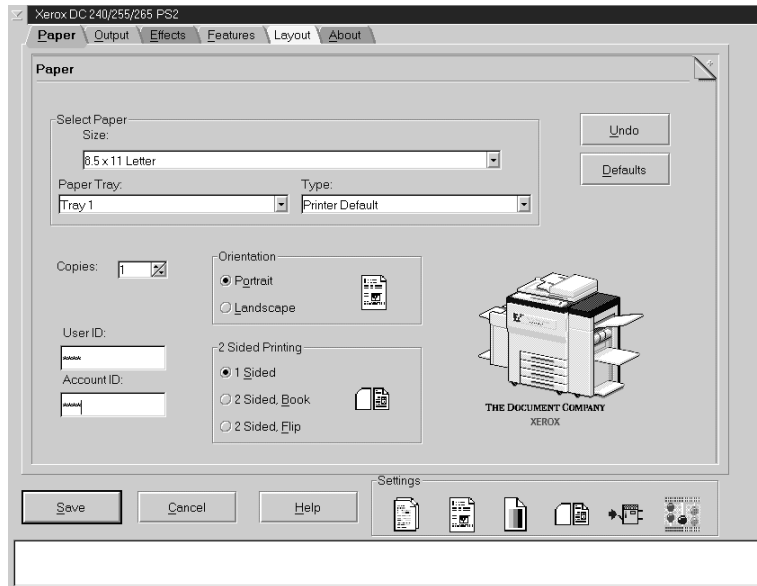


Figure 7-2: DC 240/255/265 and 45x/46x/47x/48x OS/2 Printer Driver

## Accounting Option

**NOTE:** Not available on DC 220/230/332/340 models.

CentreWare Accounting enables organizations to track Document Centre printing/faxing 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.

## Enabling Accounting

### ► To enable the Accounting feature:

- 1 Access the printer driver options.
- 2 Select the **Output** tab (DC 240/255/265, 45x/46x/47x/48x) or the **Advanced** tab (DC 420/432/440).
- 3 Select **Enable Accounting**. The icon appears in full color, indicating Accounting is activated.
- 4 Select **Save Accounting Codes** (optional). This option saves the accounting codes between sessions.
- 5 Select **Conceal User ID** and **Conceal Account ID** (optional). These options display asterisks in place of alphanumeric characters within the Accounting text boxes.

## Submitting a Job Using Accounting

### ► To use the Accounting feature:

- 1 Access the printer driver options.
- 2 Select all of your print options for the current job.
- 3 Select the **Paper** tab (DC 240/255/265, 45x/46x/47x/48x) or the **Advanced** tab (DC 420/432/440).
- 4 Type in a User ID and Account ID for the job.
- 5 Click **Save** to retain your settings. The application Print dialog displays.
- 6 Click **OK** to print the job.

## Banner Sheet Option

This option prints a banner sheet with each print job. The banner sheet contains user and other print job information.

### Document Centre 220/230/332/340 and 420/432/440

► **To request a Banner Sheet for a print job:**

- 1 Access the printer driver options.
- 2 Select the **Document Options** tab.
- 3 Under Banner Sheet, select **Request Banner Sheet**.
- 4 Click **Save** to retain your settings. The application Print dialog displays.
- 5 Click **OK** to print the job.

### Document Centre 240/255/265 and 45x/46x/47x/48x

► **To request a Banner Sheet for a print job:**

- 1 Access the printer driver options.
- 2 Select the **Features** tab.
- 3 Under Features, select **Banner Sheet**.
- 4 Under Current Feature Selections, select **On**.
- 5 Click **Save** to retain your settings. The application Print dialog displays.
- 6 Click **OK** to print the job.

## Bitmap Smoothing Option (DC 220/230/332/340 and 420/432/440 only)

This option will smooth or reduce ragged edges that are common with curved lines or edges in bitmap images.

### ► To enable Bitmap Smoothing:

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 Under Bitmap, select **Use Bitmap Smoothing**.

## Booklet Creation Option (DC 220/230/332/340 and 420/432/440 only)

Booklet Creation is a subset of the N-Up feature on the Layout tab. Booklet printing is similar to 2 Pages Up printing. Two images are printed on both sides of each sheet of paper with the pages reordered. Each output page is folded along a center line and stapled together to bind the booklet.

### ► To create a booklet:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 In the Copies box, specify the number of document sets you want to print.
- 4 Refer to *N-Up Option* on page 7-14, to begin Booklet Printing.
- 5 Set your page options in the N-up feature.
- 6 Select **Booklet Printing**. The Booklet Printing feature processes multiple page images by calculating where they should be printed (2-up, front or back, etc.) and on what sheet of paper. Your finished output is ready to be made into a booklet by holding the short edges of the paper (portrait) and folding them in half.
- 7 Select **Draw Page Borders** (optional).

## Collate and Staple Option

**NOTE:** The Finisher must be selected on the Configuration tab in order to staple your print job.

It is recommended that the Xerox printer driver collated setting be used instead of the collated setting in your application software.

This option is used to select collated and stapled printed documents. The DC 240/255/265 and 45x/46x/47x/48x Document Centre models support stapling using 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).

### Document Centre 220/230/332/340 and 420/432/440

#### ► To request collated and stapled output:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 In the Copies box, specify the number of document sets you want to print.
- 4 Select the Output/Stapling drop down list and select a collate option.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To request collated and stapled output:

- 1 Access the printer driver options.
- 2 On the **Paper** tab in Copies, specify the number of document sets you want to print.
- 3 Select the **Features** tab.
- 4 From Features, select **Collate**.
- 5 From Current Feature Selections, select **Collated**.
- 6 From Features, select **Stapling**.
- 7 From Current Feature Selections, select **1 Staple** or **2 Staples**. One Staple staples the document in the upper left corner. Two Staples adds a second staple to the left side page, positioned approximately a third of the way down the page.

## Covers Option

This option specifies a front and/or back cover for your printed documents. You also select the paper type and color for the covers.

## Document Centre 220/230/332/340 and 420/432/440

### ► To specify a cover, paper type, and color:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 Select **Paper**, then select Front Cover Different.
- 4 Select **Paper**, then select Front Cover by Paper.
- 5 Select a paper type, for example, Standard or Drilled.
- 6 Select a color.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To specify a cover, paper type, and color:

- 1 Access the printer driver options.
- 2 Select the **Features** tab.
- 3 From Features, select Covers.
- 4 From Current Feature Selections, select a Cover Configuration. Under Features, select Cover Color.
- 5 From Current Feature Selections, select a color.
- 6 From Features, select Cover Type.
- 7 From Current Feature Selections, select a paper type for the cover.

## Delayed Print Option

This option selects a specific time for your document to print.

## Document Centre 220/230/332/340 and 420/432/440

### ► To delay the printing of your job:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 Select Print/Fax Job Type, then select **Delay Print**.
- 4 Specify the time of day for the print job, including the **AM** or **PM** designation.
- 5 Click **Save** to retain your settings. The application print dialog displays.
- 6 Click **OK** to print the job. The job is held at the Document Centre, then prints at the specified time.



## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To delay the printing of your job:

- 1 Access the printer driver options.
- 2 Select the **Output** tab.
- 3 Under Print-Job Type, select **Delay Print**.
- 4 Set the time of day for the print job, including the **AM** or **PM** designation.
- 5 Click **Save** to retain your settings. The job is held at the Document Centre, then printed at the specified time.

**NOTE:** This feature operates within a 24 hour time frame.

## Draft Mode Option

This option prints documents in gray shades, instead of solid black, to conserve dry ink.

## Document Centre 220/230/332/340 and 420/432/440

### ► To print a document in Draft Mode:

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 From Draft Mode, select **Conserve Dry Ink**.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To print a document in Draft Mode:

- 1 Access the printer driver options.
- 2 Select the **Features** tab.
- 3 From Features, select **Draft Mode**.
- 4 From Current Feature Selections, select **On**.

## Image Effects Options

This option prints your document as a mirror image or a negative image of the original.

### Document Centre 220/230/332/340 and 420/432/440

#### ► To set Image Effects:

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 Select **Mirror Image** (optional).
- 4 Select **Negative Image** (optional).

### Document Centre 240/255/265 and 45x/46x/47x/48x

#### ► To set Image Effects:

- 1 Access the printer driver options.
- 2 Select the **Effects** tab.
- 3 Select **Negative Image** (optional).
- 4 Select **Effects**.
- 5 Select one of the flip image options.
- 6 Select **Mirror Image** (optional).

## Image Quality Option (DC 240/255/265 and 45x/46x/47x/48x only)

This option selects the lightness or darkness of your printed documents.

### ► To set Image Quality:

- 1 Access the printer driver options.
- 2 Select the **Features** tab.
- 3 From Features, select **Image Quality**.
- 4 From Current Feature Selections, select a value from **Lighten -3** to **Darken 3**. The available values represent printed output quality ranging from light to dark.

## Image Rotation Option (DC 220/230/332/340 and 420/432/440 only)

This option rotates the image of your printed document on the page.

### ► To set Image Rotation:

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 From Image Rotation, select from **0**, **90**, **180**, or **270** degrees.

## N-Up Option

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

**NOTE:** This feature is used for multiple page documents. It will not print images of a single page document.

### Document Centre 220/230/332/340 and 420/432/440

► **To print multiple pages on a single sheet:**

- 1 Access the printer driver options.
- 2 Select the **Document Options** tab.
- 3 From the N Pages Up drop-down list, select the number of pages. The bitmap image of the sheet of paper displays the page layout for each option.
- 4 Select **Draw Page Borders** (optional).

### Document Centre 240/255/265 and 45x/46x/47x/48x

► **To print multiple pages on a single sheet:**

- 1 Access the printer driver options.
- 2 Select the **Layout** tab.
- 3 From N Pages Up, select the number of pages.
- 4 Select **Draw Outlines** (optional). Draw outlines prints lines around the perimeter of each page, which helps to separate the images from one another.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

## Orientation Option

This option prints your documents in portrait (tall) or landscape (wide) orientation.

### Document Centre 220/230/332/340 and 420/432/440

► **To change the orientation of your document:**

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 Select **Image Orientation**, then select **Portrait** or **Landscape**.

**NOTE:** When adjusting the orientation, the Portrait/Landscape settings in the printer driver and the document Page Setup dialog must be consistent.

- 4 In your application, for example AmiPro, you must also select **Page**, then select **Modify Page Layout**.
- 5 Select **Pg (Page) Settings** and then select **Portrait** or **Landscape**.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To change the orientation of your document:

- 1 Access the printer driver options.
- 2 Select the **Paper** tab.
- 3 Select **Orientation**, then select **Portrait** or **Landscape**.

**NOTE:** When adjusting the orientation, the Portrait/Landscape settings in the printer driver and the document Page Setup dialog must be consistent.

- 4 In your application, for example AmiPro, you must also select **Page**, then select **Modify Page Layout**.
- 5 Select **Pg (Page) Settings** and then select **Portrait** or **Landscape**.

## Print to PostScript or Raw PostScript File Option

This option allows you to print your document to a PostScript file or to a Raw PostScript file.

### Document Centre 220/230/332/340 and 420/432/440

#### ► To send your output to a PostScript file:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 Select the Print/Fax Job Type drop down list, then select **EPS File**.
- 4 Click **Save**. The Import File dialog opens.
- 5 Type a file name in **Save as Filename**.
- 6 Select a location for the file to be saved, then click **OK**.
- 7 Click **OK**.

**NOTE:** To view the file, locate the saved file and double-click to associate the file with a type that can be viewed, for example, RAW.

#### ► To send your output to a Raw PostScript file:

- 1 Access the printer driver options.
- 2 Select the **Advanced** tab.
- 3 From **Print to**, select **Raw PostScript File**.
- 4 Type a file path and name in **File**.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To send your output to a PostScript or Raw PostScript file:

- 1 Access the printer driver options.
- 2 Select the **Output** tab.
- 3 Select **Encapsulated PostScript File** or **Raw PostScript File**.
- 4 Type a file path and file name of up to 8 alphanumeric characters in **File Name**.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

**NOTE:** An EPS file consists of one page. It can be moved into a sequence of other EPS pages.

Raw PostScript saves the contents of your job, embedded with printer controls. It may have more than one page.



## Reduce / Enlarge (Scaling) Option

This option increases or decreases the image size of your printed document. A scaling factor of 100% is the actual size of the image. Scaling factors greater than 100% enlarge the image and scaling factors less than 100% shrink the image.

### Document Centre 220/230/332/340 and 420/432/440

► **To specify a percentage increase or decrease in output size:**

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 From **Reduce/Enlarge**, set a value from 25% to 400%.

### Document Centre 240/255/265 and 45x/46x/47x/48x

► **To specify a percentage increase or decrease in output size:**

- 1 Access the printer driver options.
- 2 Select the **Effects** tab.
- 3 From **Reduce/Enlarge**, set a value from 25% to 400%.

## Resolution Option

This option specifies the dpi (dots per inch) at which your documents are printed. A higher dpi prints a clearer or crisper image.

### Document Centre 220/230/332/340 and 420/432/440

► **To set the Resolution of the printed image:**

- 1 Access the printer driver options.
- 2 Select the **Image** tab.
- 3 From Resolution, select the desired resolution; the choices are 600 dpi or 400 dpi.

### Document Centre 240/255/265 and 45x/46x/47x/48x

► **To set the Resolution of the printed image:**

- 1 Access the printer driver options.
- 2 Select the **Output** tab.
- 3 From **Resolution**, select the desired resolution.

## Sample Set Option

This option enables you to send a multiple-set job to the Document Centre, proof one copy of the document, and hold the remaining sets in the Document Centre print queue until after you proof the sample.

### Document Centre 220/230/332/340 and 420/432/440

#### ► To print a sample set of your document:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 From the Print/Fax Job Type drop down list, select **Sample Set**.
- 4 In the Copies box, specify the number of document sets you want to print.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To print a sample set of your document:

- 1 Access the printer driver options.
- 2 Select the **Output** tab.
- 3 From Print-Job Type, select **Sample Set Print**.
- 4 Select the **Paper** tab.
- 5 In Copies, specify the number of document sets that you want to print.
- 6 Click **Save** to retain your settings.
- 7 Click **OK** to print the job.

### ► To release the print job:

- 1 Go to the Document Centre control panel and press **Job Status**.
- 2 Press the name of your job to select it.
- 3 Press **Release** or **Delete** as needed.

The remaining document sets are printed or deleted.

**NOTE:** Please note that documents held for an extended period of time are deleted automatically. The time limit is configured by the System Administrator.

## 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 a four-digit Identification Number. This number can be any numeric value between 0000-9999.

### Document Centre 220/230/332/340 and 420/432/440

#### ► To print a confidential document:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab.
- 3 From the Print/Fax Job Type drop down list, select **Secure Print**.
- 4 In the Password box, type a 4 digit Secure Print ID (password). The valid range is 0000-9999.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

Your print job will be held at the Document Centre until you release the job at the Document Centre's control panel.

## Document Centre 240/255/265 and 45x/46x/47x/48x

### ► To print a confidential document:

- 1 Access the printer driver options.
- 2 Select the **Output** tab.
- 3 From the Print-Job Type drop down list, select **Secure Print**.
- 4 In the Password box, type a 4 digit Secure Print ID (password). The valid range is 0000-9999.
- 5 Click **Save** to retain your settings.
- 6 Click **OK** to print the job.

### ► To release the print job:

- 1 Go to the Document Centre control panel and press **Job Status**.
  - 2 Find your document on the list of All Incomplete Jobs; press the name of your job until it highlights.
  - 3 On the new screen that appears, press **Release** to continue with the job.
  - 4 Enter your Secure Print ID (password) on the numeric keypad.
  - 5 Press **Enter**.
- Your document prints.

## Two Sided Printing Option

This option specifies how to print the image of your document on two sides of the paper. You can select to print the document like a book (Flip on Long Edge) or like a calendar (Flip on Short Edge).

### Document Centre 220/230/332/340 and 420/432/440

► **To print on both sides of the paper:**

- 1 Access the printer driver options.
- 2 Select the **Configuration** tab and select **2 Sided Printing (Duplexing Module)**.
- 3 On the **Paper/Output** tab, select 2 Sided Printing.
- 4 Select **2 Sided Flip on Long Edge** or **2 Sided Flip on Short Edge**.

### Document Centre 240/255/265 and 45x/46x/47x/48x

► **To print on both sides of the paper:**

- 1 Access the printer driver options.
- 2 Select the **Paper** tab.
- 3 Under 2 Sided Printing, select **2 Sided, Book** or **2 Sided, Flip**.

## Transparencies

This option enables you to specify whether paper separator pages are inserted between each transparency sheet.

### Document Centre 220/230/332/340 and 420/432/440

#### ► To insert transparency separators:

- 1 Access the printer driver options.
- 2 Select the **Paper/Output** tab, then click **Select Paper**.
- 3 Select **Document Body by Paper**, then select a paper size.
- 4 Select **Transparency**, then select **Other**.
- 5 Select the **Document Options** tab.
- 6 From the Options drop down list, select **Printed Separators** or **Blank Separators**.
- 7 From the Color drop down list, select a color.

### Document Centre 240/255/265 and 45x/46x/47x/48x

#### ► To insert transparency separators:

- 1 Access the printer driver options.
- 2 Select the **Paper** tab.
- 3 From the Type drop down list, select **Transparency** as the paper type.
- 4 Select the **Features** tab.
- 5 From Features, select **Transparency Separators**.
- 6 From Current Feature Selections, select **Blank Separators** or **Imaged Separators**.
- 7 From Features, select **Transparency Separator Color**.



## Faxing Options

The Document Centre 220/230/332/340 and 420/432/440 provides fax capability from your OS/2 workstation. You specify the file to be faxed and then use the Document Centre printer driver to send the fax.

### Highlights

- The Phonebook allows you to store names and fax phone numbers of recipients.
- If you are sending to a new recipient, type the name and fax phone number of the recipient. You may copy this information into the Phonebook without retyping it.
- When you send a fax from your workstation, the Document Centre 220/230/332/340 and 420/432/440 dials the recipient(s) number and sends the fax.
- You have the option of including a cover sheet with your fax.

**NOTE:** LAN Fax must be enabled on the Configuration tab in the Printer Properties window.

## Sending a Fax

The following steps provide instructions for faxing from the Document Centre 220/230/332/340 and 420/432/440 using AmiPro 3.0.

► **To send a fax from your workstation:**

- 1 Select **File>Print** in your application. The application Print dialog is displayed.
- 2 Select a printer from the list of available printers.
- 3 Click **Setup** to open the Document Centre printer driver.
- 4 Select the **Paper/Output** tab.
- 5 In the Print/Fax Job Type drop down list, select **Fax**. Click **Save** to retain your settings. The application Print dialog displays.
- 6 Click **OK**. A print notice appears, followed by the Xerox LAN Fax Setup driver window.
- 7 Designate your fax recipients and select your fax options on the **Fax**, **Phonebook**, **Cover Page**, and **Options** tabs. Refer to *Help* for further details.
- 8 Choose **OK** to send the fax.



## Using The TIFF Submission Tool

The TIFF Submission Tool enables users to submit TIFF and PDF 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 to RIP (Raster Image Processor) TIFF and PDF files very quickly.

## Supported Document Centres

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

- DC 240/255/265
- DC 45x/46x/47x/48x

**NOTE:** Only the latest versions that are compatible with CentreWare 5.2 provide the required TIFF Interpreter. Check your Document Centre configuration to confirm this requirement.

## Features and Options

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

TIFF and PDF file submissions allow the user to:

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

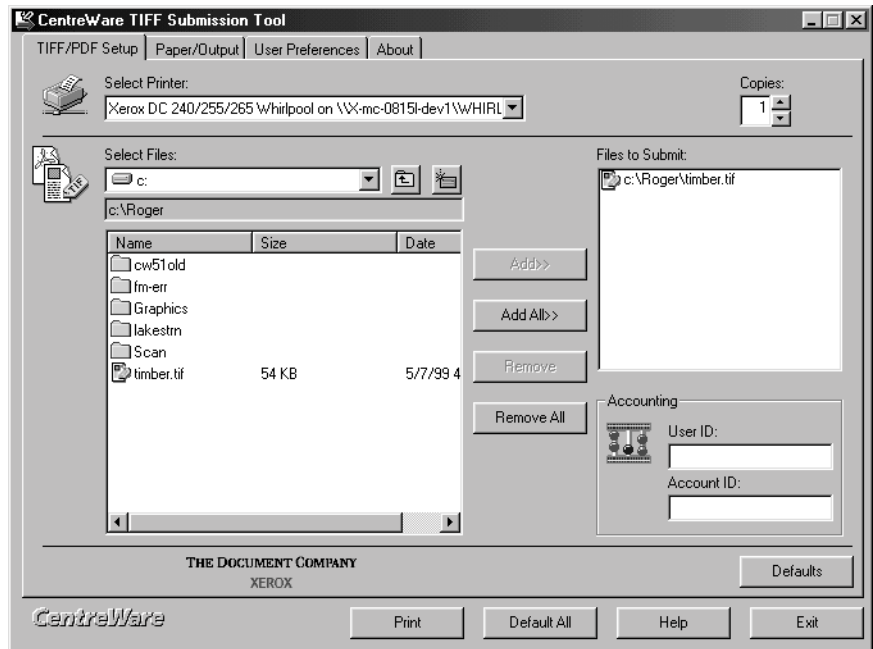


Figure 8-1: TIFF Setup

# 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.

## Paper/Output Options

► To use the Paper Output Options:

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

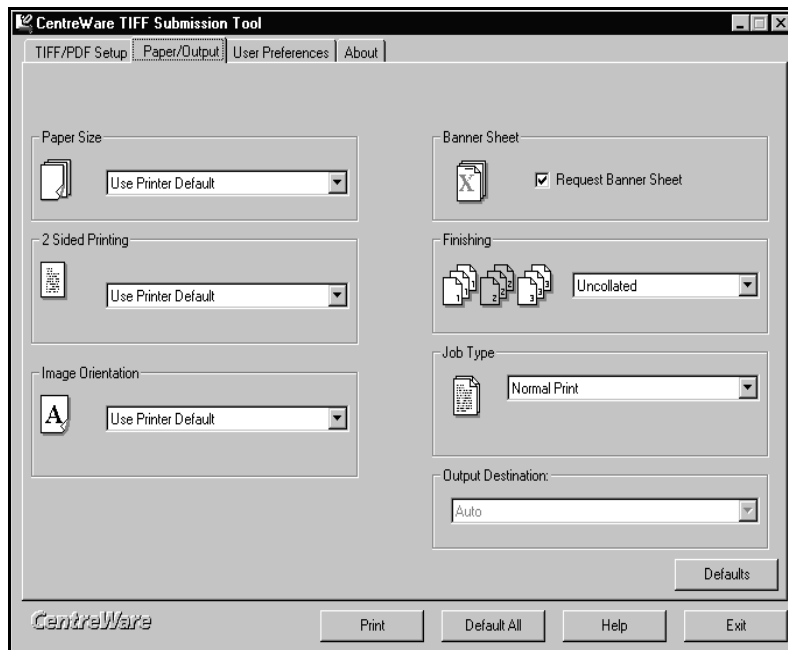


Figure 8-2: Paper/Output Options

## Accounting Options

### ► To use Accounting Options

- 1 Click **Use Network Accounting**. The icon appears in full color, indicating Accounting is activated.
- 2 Click **Save Accounting Codes** (optional). Selecting this option saves accounting codes between sessions.
- 3 Click **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 Setup tab.

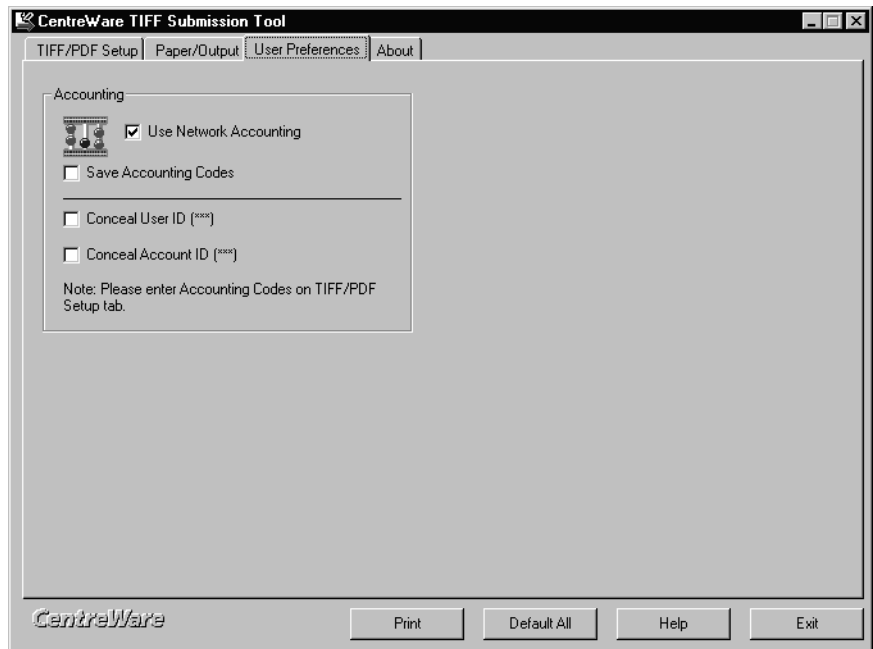


Figure 8-3: Accounting Options





## Problem Solving

Application, device, and network errors can occur in a variety of different situations. In many cases, simply restarting the application, the computer, or the printer will resolve the problem. However, if a particular problem occurs frequently, you should consult the CentreWare documentation to confirm that the device, network, and workstation configuration requirements are being met. For example, confirm that the software version installed on your Xerox printer matches the software versions supported in the CentreWare release that you are using.

## 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.

## Frequently Asked Questions

### ■ Why can't I track print and fax jobs?

These situations result when the monitor attempts to track a job that no longer exists. A timeout or communications error may display when very small print jobs are submitted. They may print before the Monitor can obtain status from the printer. Delete or cancel the monitor if this situation occurs.

### ■ Why am I having intermittent communication problems when using the Conductor and Job Monitors?

Intermittent printer and document monitoring problems may be caused by network congestion or configuration problems, or by temporary malfunctions in a printer subsystem. Although the printer may still be able to process your jobs, it may not be able to communicate with CentreWare in its current state. The printer should be restarted if the problem does not correct itself in a few minutes.

**NOTE:** You should always check to confirm that your normal network connections are functioning properly before you restart the printer. Open your **Windows Network Neighborhood** to check your network connections.

### ■ Why don't I have the shortcut to the Fax Phonebook on my Start Menu?

You must install the printer drivers before installing the Conductor (that is, before installing Print and Fax Services), in order for the shortcut to appear on your Start menu.



# Index

## A

### Accessing

- Fax Phonebook 3-2
- TIFF Submission Tool 8-4

### Accounting

- Enabling in Windows 4-31
- Macintosh 5-4
- Microsoft Windows 4-30
  - Conceal Account ID 4-30
  - Conceal User ID 4-30
  - Save Accounting Codes 4-30
- Submitting a Print Job with
  - Accounting in Windows 4-33
- UNIX DCPR 6-10

### Adding

- Entries to the Fax Phonebook 3-5

## B

- Background Printing, Macintosh 5-5
- Brightness Control, Macintosh Drivers 5-6

## C

### CentreWare

- Introduction xi
- Monitoring 2-8, 4-29
- Toolbar 2-4

### Command Line Printing (UNIX DCPR)

6-4

### Completed Jobs Setting 2-18

### Conductor 1-3

#### Customizing

- Printer Monitor 2-16

#### Display Options 2-5

#### Document Centre Properties 2-12

#### Drag and Drop Printing 2-23

#### Interface 2-2

#### Job Events 2-8

#### Job List 2-13

#### Job Management 2-19

#### Jobs Setting 2-18

#### Monitoring 2-8

#### My Jobs Monitor 2-9

#### Options 2-5

#### Printer Events 2-8

#### Printer Home Page Access 2-19

#### Printer Status and Properties 2-5

#### Printers Folder Integration 2-5

#### Refresh Interval 2-17

#### Taskbar Icons 2-4

#### Toolbar 2-2

#### Using 2-1

### Configuring

#### DCPR Document Centre Installed

##### Options 6-13

### Customizing the Conductor Interface 2-5

## **D**

DCPR Print Options 6-10

Document Centre

    Printing from an application 4-4

Document Centre 220/230/332/340

    Print Options

        Windows 4-5

Document Centre 220/230/332/340 and  
420/432/440

    Print Options

        Macintosh 5-3

        UNIX 6-5

Document Centre 240/255/265

    Print Options

        Windows 4-5

Document Centre 240/255/265 and 45x/  
46x/47x/48x

    Print Options

        Macintosh 5-3

        UNIX 6-7

Document Centre 420/432/440

    Print Options

        Windows 4-5

Document Centre 45x/46x/47x/48x

    Print Options

        Windows 4-5

Document Centre Home Page 2-22

Documentation Set, Network Services xv

Drag and Drop Printing 2-23

Duplexing Documents in Windows 4-13

## **E**

EPS (Encapsulated PostScript) File 4-11

## **F**

Fax Phonebook 1-3

    Accessing 3-2

    Adding Entries

        Group 3-5

        Individual 3-5

    Functions 3-4

    Macintosh 5-19

    UNIX 6-27

    Using 3-1

    Windows 3-1

Faxing

    From Macintosh 5-16

    From MS Windows 4-34

    From OS/2 7-27

    From UNIX 6-22

    Introduction 1-2

    Sending a Fax 4-35

    Windows 2000 4-35

    With the Fax Phonebook 3-6

Frequently Asked Questions 9

## **H**

How to Use the Documentation Set xv

## **I**

Installed Options, UNIX DCPR 6-13

Introducing

    CentreWare xi

    Conductor 1-3

    Fax Phonebook 1-3

    Network Print and Fax Services 1-2

    Network Services 1-1

    Print/Fax Drivers 1-2

## **J**

Job

    List 2-13

    Management 2-19

Job and Printer Events 2-8

## **M**

- Macintosh Fax Drivers 5-16
  - Delayed Fax 5-19
  - Fax Phonebook 5-19
  - Feature Highlights 5-16
- Macintosh Printer Driver Features
  - Accounting 5-4
  - Background Printing 5-5
  - Banner Sheet 5-5
  - Brightness 5-6
  - Collate/Uncollate 5-7
  - Covers 5-8
  - Delayed Print 5-9
  - DocuTech 135 Emulation 5-9
  - N-Up printing 5-10
  - Print to PostScript File 5-10
  - Resolution 5-11
  - Sample Set (Proof Print) 5-12
  - Secure Print 5-13
  - Staple 5-7
  - Transparencies 5-15
  - Two Sided Printing 5-14
  - Watermark 5-15
- Macintosh Printer Drivers
  - Features and Options 5-3
  - Printing to the Document Centre 5-2
  - Using 5-1
- Monitoring
  - Documents 4-29
  - Overview 4-29
- MS Windows Faxing 4-34 to 4-35
- MS Windows Printer Driver Options
  - 2 Sided Printing (Duplex) 4-13
  - Accounting 4-30 to 4-31, 4-33
  - Booklet Creation 4-27
  - Collate and Staple Output 4-15
  - Covers 4-17

- Custom Paper Sizes 4-28
- EPS (Encapsulated PostScript) File 4-11
- Mailbox 4-21
- N-Up Printing 4-26
- Sample Set (Proof Print) 4-9
- Secure Print 4-7
- Transparency Separators 4-19
- Watermarks 4-22
  - Creating or Editing 4-24
  - Printing 4-22

## **MS Windows Printer Drivers**

- Overview 4-2
  - Using 4-1
- ## **MS Windows Printing Options**
- My Jobs Monitor 2-9

## **N**

- Network Print and Fax Services 1-2
- Network Services
  - Documentation Set xv
  - Introduction 1-1

## **O**

- OS/2 OS/2 Printing Options
  - Faxing 7-27
- OS/2 Printer Drivers 7-1
  - Printing to the Document Centre 7-2
- OS/2 Printing Options 7-3
  - Accessing 7-3
  - Banner Sheet 7-6
  - Bitmap Smoothing 7-7
  - Booklet Printing 7-7
  - Collated/Uncollated/Stapled 7-8
  - Covers/Paper/Color 7-9
  - Delayed Print 7-10
  - Draft Mode 7-11
  - Faxing Highlights 7-27
  - Image Effects 7-12

- Image Rotation 7-13
  - N-Up Feature 7-14
  - Orientation 7-15
  - Printing to PostScript 7-17
  - Reduce/Enlarge (Scaling) 7-19
  - Resolution 7-20
  - Sample Set Print 7-21
  - Secure Print 7-23
  - Transparencies 7-26
  - Two Sided Printing 7-25
- P**
- PCL Printing 4-2
  - PCL vs. PostScript Printing (Windows) 4-2
  - PostScript Printing
    - OS/2 7-17
    - Windows 4-2
  - Printer
    - Folder Integration 2-5
    - Home Page 2-19
    - Status and Properties 2-5
  - Printer Drivers
    - Introduction 1-2
  - Printing
    - TIFF Submission Tool 8-4
  - Printing Features and Options
    - Macintosh 5-3
    - TIFF Submission Tool 8-3
    - UNIX 6-2
  - Printing Options
    - Microsoft Windows 4-5
    - OS/2 7-3
  - Printing to the Document Centre 4-4
  - Problem Solving 7
  - Properties
    - Accessibility from the Conductor 2-12
- R**
- Refresh Interval 2-17
- S**
- Scheduled Fax (UNIX DCPR) 6-26
  - Starting the TIFF Submission Tool 8-4
  - Support xvii
- T**
- Taskbar Icons 2-4
  - TIFF Submission Tool 8-1
    - Accounting Options 8-6
    - Features and Options 8-3
    - Paper/Output Options 8-5
    - Supported Document Centres 8-2
  - Troubleshooting a Problem 8
- U**
- UNIX DCPR 6-27
    - Command Line Printing 6-4
    - Fax Phonebook 6-27
    - Print Options 6-5
    - Printing 6-2
    - Using 6-1
  - UNIX DCPR Print Options
    - Accounting 6-10
    - Banner Sheet 6-11
    - Collate and Staple Option 6-12
    - Covers Option 6-14
    - Delayed Print 6-15
    - Draft Mode 6-15
    - Fax Highlights 6-22
    - Faxing 6-22
    - Image Quality 6-16
    - Orientation 6-16
    - Print to PostScript File 6-17
    - Resolution 6-17
    - Sample Set Print (Proof Print) 6-18



- Scheduled Fax 6-26
- Secure Print 6-19
- TIFF File Printing 6-20
- Transparencies 6-21
- Two Sided Printing 6-21
- UNIX DCPR Print Options 6-10
- Using
  - Conductor 2-1
  - DCPR Graphical User Interface 6-2
  - Fax Phonebook 3-1
  - Macintosh Printer Drivers 5-1
  - OS/2 Printer Drivers 7-1
  - TIFF Submission Tool 8-1
  - UNIX DCPR 6-1
  - Windows Printer Drivers 4-1

## **W**

- Welcome Centre xvii
- What is CentreWare? xi
- What's New In This Release? xiv
- Where to Get CentreWare Support xvii
- Who Should Use This Guide? xiv
- Windows 95/98/NT/2000 Printer Drivers
  - 4-1

## **X**

- Xerox Support xvii
- Xerox Welcome Center xvii

