

Overview

You can send documents to your DocuPrint printer from Windows NT 4.0 using the Xerox DigiPath Quick Print software. This software provides a series of dialog boxes you use to select a document, set up a job ticket, and submit your print job.

Accessing Quick Print and selecting a printer

Follow these steps to access Quick Print:

1. From the task bar, click Start.
2. From the menu, click Programs, then Quick Print.

The Quick Print window displays.

Printing a document

Once you have accessed the Quick Print screen, follow these steps to print a document:

1. Locate the document file you want to print in the list of files.
2. Click the document file.
The name of the document file you selected displays in the File Selected field in the lower left area of the Quick Print window.
3. Make sure the appropriate Input (PDL) Type that matches the selected file is selected, or select Printer Default.
4. Set up the job ticket for your desired print option. Refer to the "Setting up a job ticket" section.
5. Send your job to the printer by selecting [Print] in the upper right area of the window.

To cancel a print job, click [Cancel] in the screen message. The job is then removed from the print queue.

Opening, saving, and resetting a job ticket

From the Xerox Job Ticket Setup window, you can do the following:

- Open a job ticket using the *Open a Job Ticket...* icon.
- Save a job ticket using the *Save Job Ticket As...* icon.
- Save job ticket information into a document using the *Save Job Ticket information into documents* icon.
- Reset a job ticket using the *Reset with Default Job Ticket Values* icon.

Setting up a job ticket

Most settings are performed through the Setup window. It contains a tab dialog box that allows you to specify print and finishing options. The tabs are organized by printer features and functions.

To access the Setup window:

1. From the Quick Print window, select the printer you want to use from the Connected Printer list.
2. Click [Setup...].
3. Set the parameters you want to change.
4. To save the information and return to the Quick Print window, click [OK]. To return to the Quick Print window without saving any changes, click [Cancel].

From the DocuPrint NPS/IPS Setup window, you can do the following:

- Set imaging and job setup options using the *Imaging And Job Setup* tab.
 - Specify the number of copies to print
 - Specify which pages to print
 - Specify sides to image
 - Position the image on the paper
 - Specify finishing options
- Create job notes using the *Job Notes* tab.
 - Create summary information to save with the job ticket
 - Create delivery instructions to print with the job
 - Add a banner page message
- Specify paper stocks using the *Paper Stocks* tab.
 - Specify paper stock for the document
 - Specify tab stock (for models 96/4635/180 NPS/IPS only)
 - Specify custom paper stock
- Specify highlight color options using the *Highlight Color* tab.

Note: Highlight color options are only available with highlight color printers (models 4850/4890/92C NPS/IPS).

 - Specify color for a highlight color document
 - Change a full color document to a highlight color document
- Create special pages using the *Special Pages* tab.
 - Create special page(s)
 - Change paper stock within a document
 - Modify selected page definitions

- Set print preferences using the *Preferences* tab.
 - Use the document name as the job name
 - Write account information when saving the job ticket
 - Specify a generic job ticket
 - Specify the unit of measurement for paper size
 - Specify the unit of measurement for image shift units
 - Customize or mask dialog box options
- Create exception pages, using the *Special Pages* tab.
 - Create special page(s).
 - Change paper stock within a document.
 - Modify selected page definitions
- Set print preferences, using the *Preferences* tab.
 - Use the document name as the job name
 - Write Account information when saving the job ticket
 - Specify a generic job ticket
 - Specify the unit of measurement for paper size
 - Specify the unit of measurement for image shift units
 - Customize or mask dialog box options

Customizing your printer queue list

You can use the Servers and Connections dialog box to set up a customized printer list that contains the names of the virtual printers you use most often. The names must be available to you on the file server. You can select virtual printers from more than one server.

For each virtual printer in the list, you must assign a unique name. The name you assign may indicate the location or purpose of the printer.

If you are using TCP/IP, you must locate the following information before you begin this procedure:

- The File Server name: The name you specify is the same as the host name of the DocuPrint server. The host file on your PC provides the mapping between the IP address and the host name.
- The Print Queue: The name of the virtual printer on the DocuPrint server. To avoid confusion, use the same name for the virtual printer and the printer.

To access the Servers and Connections dialog box, click [Printer Connection...] from the Quick Print window, or from the File menu.

Printer information about any selected virtual printer appears in the Printers area of the dialog box.

Adding a new TCP/IP-attached printer to the print queue list

Follow these steps:

1. From the Servers and Connections dialog box, click [Add Printer].
2. In the Printer Name text box, type a descriptive name up to 80 characters long.
3. In the Print Server text box, type the correct print server name. Contact your System Administrator for this information.
4. In the Print Queue text box, type the correct print queue name. Contact your System Administrator for this information.
5. From the Printer Model: Server Type list box, select the appropriate printer model and server type.
6. From the Print Manager: list box, select the appropriate print manager.
7. In the Network Type area, select TCP/IP.
8. Click [OK].

Adding a new Novell NetWare-attached printer to the print queue list

Follow these steps:

1. From the Servers and Connections dialog box, click [Add Printer].
2. Make sure that Novell NetWare is selected under Network Type.
3. Select [Browse...].
4. Scroll down to the appropriate server under the listed shared printers.
5. Select the server of your choice, then select [OK].
6. Select the queue of your choice, then select [OK].

The Add Printer window displays the Print Server and Print Queue of your choice.

Note: You may be asked to install a printer driver for the selected queue.

7. From the Printer Model: Server Type list box, select the appropriate printer model and server type.
8. In the Network Type area, select Novell NetWare.
9. In the Printer Name text box, type a descriptive name up to 80 characters long.
10. Click [OK].
11. The Servers and Connections window displays your selections.
Select [Close].
The newly added printer displays in the Printers area of the dialog box.

Setting the default printer

Follow these steps:

1. From the Servers and Connections dialog box, select a printer from the Printers list box.
2. Click [Set Default Printer].

Removing a printer from the setup

Follow these steps:

1. From the Servers and Connections dialog box, select a printer from the Printers list box.
2. Click [Delete Printer].
3. At the confirmation window, click [OK].

Xerox DocuPrint NPS/IPS

Submitting Your Jobs from Windows NT 4.0 (Quick Print)

Quick Reference Card

Refer to this card for quick reference when using the print job submission utility to publish documents on the Xerox DocuPrint NPS/IPS.

This reference card supplements the *Xerox DocuPrint NPS/IPS Guide to Submitting Jobs from the Client* and should not be considered a replacement for other *Xerox DocuPrint NPS/IPS* documentation.