



CentreWareTM

NETWORK SERVICES GUIDE

*Installing and Using Admin,
Print and Fax Services*



Release 5.2 SP1

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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.

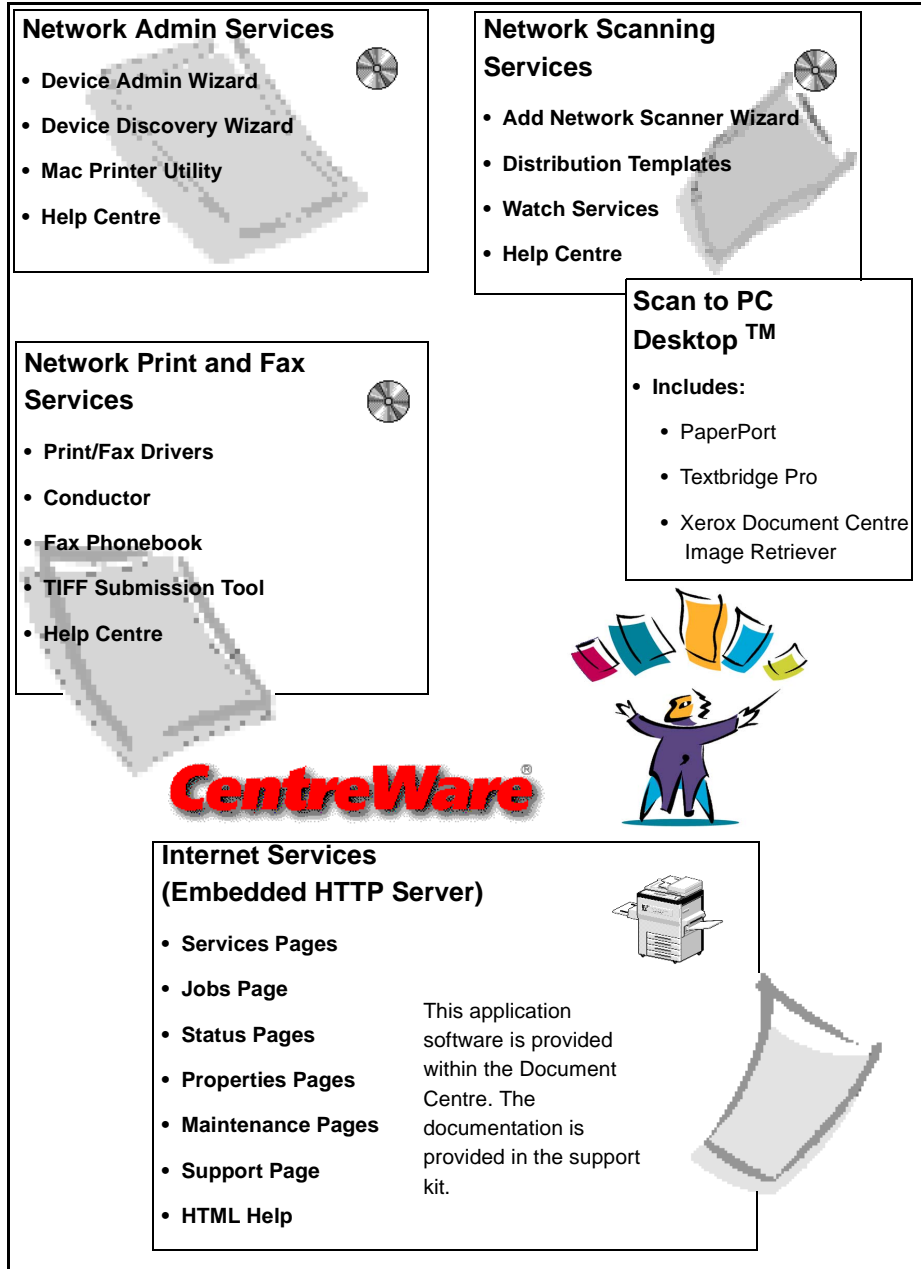


Figure I-1: CentreWare Network and Internet Services

Who Should Use this Guide?

This guide is intended for Network Administrators and Users who install and use Xerox Document Centre products in various office network environments. To use the procedures in this guide effectively, Network Administrators must have previous experience working in a network environment and must possess *Supervisor*, *Administrator*, or equivalent rights to the network.

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.

Network Print and Fax Services User 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.

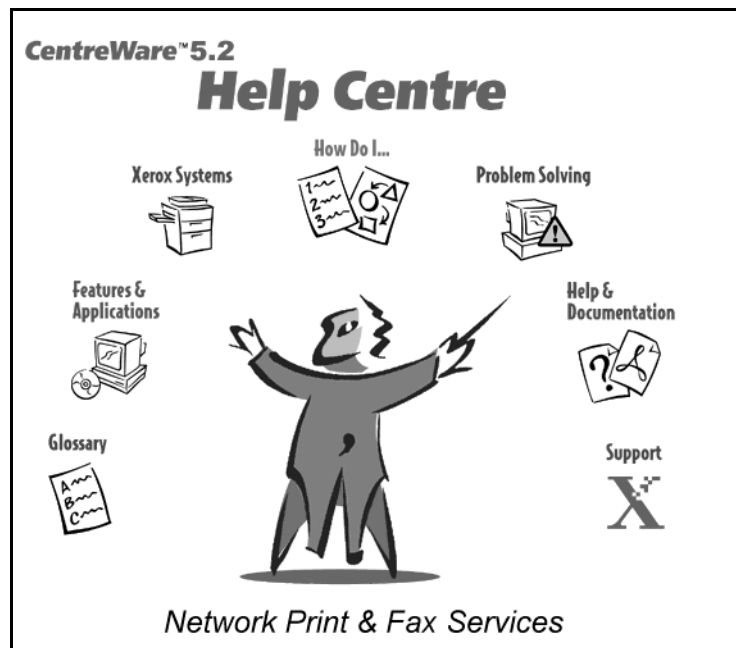


Figure I-2: Network Print and Fax Services Help Centre

Where to Get CentreWare Support

Internet Support

Visit CentreWare on the Internet at www.centroware.com. 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 Admin Services and Network Print and Fax Services. Detailed instructions for installing and using these components are provided in the chapters that follow.

Network Admin Services

Network Admin Services is a suite of Document Centre administration tools that enable Network Administrators to improve the installation and overall management of networked Document Centre products. Network Admin Services includes the following applications:

- Device Admin Wizard
- Device Discovery Wizard
- Macintosh Printer Utility

Admin Services applications run on Microsoft Windows 95/98/NT/2000 workstations and support Novell NetWare, TCP/IP, Microsoft Networking, and Banyan VINES (over TCP/IP) networks. The Macintosh Printer Utility is also provided which supports Macintosh workstations and AppleTalk networks.

The Admin Services software is intended for use by a Network Administrator and requires a good working knowledge of the network configuration. Previous experience installing printers in unique network environments is helpful, but not required for these applications.

Device Admin Wizard

The Device Admin Wizard leads you through a step-by-step process for installing or configuring Xerox Document Centres. It also enables you to perform device administration remotely on NetWare, TCP/IP, Microsoft Networking, and Banyan VINES networks. You can use this wizard to perform the following tasks:

- Installing Xerox Document Centres on your network.
- Adding or changing connectivity settings for a networked Xerox Document Centre.
- Adding or changing the queues servicing a device (NetWare only).

See *Using the Device Admin Wizard* on page 3-1 for more information.

Device Discovery Wizard

The Device Discovery Wizard enables the CentreWare Device Admin Wizard and Conductor to find Xerox Document Centres in network environments that do not support automatic discovery of device name, address, and print queue associations. The Wizard finds the Document Centre on the network and establishes the logical connection between the device name and address and the print queue/port.

CentreWare maintains a *Xerox Devices List* on each network workstation. The Device Discovery Wizard is used to update the local Xerox Devices List and export the device information to other network workstations.

See *Using the Device Discovery Wizard* on page 4-1 for more information.

Macintosh Printer Utility

The Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. This utility requires a Macintosh Operating System 7.6 - 8.6.

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 5-1 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 6-1 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 17-1 for more information.



Installing Network Services Applications

This chapter contains the procedures for installing and uninstalling the Network Services software on Microsoft Windows workstations. The Admin Services software is located on the Network Admin Services CD and the Print/Fax drivers, Conductor, and other productivity tools for users are located on the Network Print and Fax Services CD.

Supported Workstation Environments

Microsoft Windows 95 and Windows 98 Workstations

- 486DX, 66 MHz or higher processor.
- At least 10 MB of available hard-disk space.
- 16 MB of memory or higher.
- CD-ROM drive.
- VGA or higher-resolution display adapter.

Microsoft Windows NT 4.0 and Windows 2000 Workstations

- Intel-based systems—Pentium or faster
- RISC-based systems—workstation with Alpha AXP, MIPS R4X00, or PowerPC processor.
- At least 10 MB of available hard-disk space.
- 32 MB of memory (minimum), 64 MB (recommended).
- CD-ROM drive.
- VGA or higher-resolution display adapter.

NOTE: If you are using Windows 2000, check the Readme files or the CentreWare website for the latest information on compatibility or support.

Supported Network Environments

The following table shows which network operating systems are supported by the CentreWare Network Services applications.

Application	NetWare	TCP/IP	Microsoft Networking	Banyan VINES	Apple-Talk
Device Admin Wizard	X	X	X ¹	X ¹	N/S
Device Discovery Wizard	X	X	X ¹	X ¹	N/S
Macintosh Printer Utility	N/S	N/S	N/S	N/S	X
Conductor	X	X	X ¹	X ¹	N/S

Table 2-1: Network Services Supported Environments

N/S = Not Supported

X¹ - Requires TCP/IP for Microsoft Networking (NetBIOS/IP) and Banyan VINES configurations.

NOTE: The Device Admin Wizard, Device Discovery Wizard, and the Conductor do not support NetBIOS/NetBEUI connectivity.

Client/Server Software Requirements

The following table contains the required client workstation and network operating system requirements for using the Network Services applications.

Network Type	Client Workstation Software	Network Server Software
NetWare (Bindery/NDS)	Novell Client 32 Microsoft Client for NetWare ¹ Novell IntraNetwork Client ² (2.x, 4.11b) Novell Client (3.x, 4.5, 4.6)	Bindery = NetWare 3.x , 4.x, 5.x (IPX only) NDS = NetWare 4.x, 5.x (IPX only)
TCP/IP	TCP/IP ³	TCP/IP ³
Microsoft Networking (NetBIOS/IP)	Microsoft Client and TCP/IP ³	Microsoft Networking Software ⁴
AppleTalk (Mac Printer Utility only)	Macintosh Workstation with System 7x or 8x series operating system	AppleTalk Networking Software

Table 2-2: Network and Client Software Requirements

¹Microsoft Windows 95 and 98 workstations only. Does not support Windows NT.

²IntraNetwork Client V4.11a is not supported.

³ TCP/IP software is required. NetManage and Microsoft TCP/IP are recommended.

⁴ Required only if printing via Microsoft Network queue. Not required for peer-to-peer printing.

Installing Network Services

Installing Network Admin Services

Use the following installation procedures to install Network Admin Services software on a Windows workstation:

► **To install Admin Services:**

- 1 Insert the Network Admin Services CD into the CD-ROM drive. The AutoPlay program displays the available selections.
If AutoPlay is disabled on your workstation, locate and double-click the **Setup.exe** file on the CD.
- 2 Click **Network Admin Services**.
- 3 Click **Install Network Admin Services**.
- 4 Follow the setup instructions in the Wizard.
- 5 Click **Finish** to complete the installation.

NOTE: For installation instructions and information about the Mac Printer Utility, see *Macintosh Printer Utility* on page 7-1.

Installing the Conductor

Use the following procedure to install the Conductor software on a Windows workstation.

► **To install the Conductor:**

- 1 Insert the Network Print and Fax Services CD into the CD-ROM drive. The AutoPlay program displays the available selections.
If AutoPlay is not enabled on your workstation, locate and double-click the **Setup.exe** file on the CD.
- 2 Click **Network Print and Fax Services** and **Install Network Print and Fax Services**.
- 3 Select **Yes** to add the Conductor to your start-up folder.
- 4 Click **Finish** to complete the installation.

Installing the TIFF Submission Tool

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

► To install the TIFF Submission Tool:

- 1 Insert the CentreWare Network Print and Fax Services CD into the appropriate drive. The Autoplay program starts.
If AutoPlay is not enabled on your workstation, locate and double-click the **Setup.exe** file on the CD.
- 2 Click **Network Print and Fax Services**.
- 3 Click **Install TIFF Submission Tool**.
- 4 Click **Next** on the opening screen of the installation wizard.
- 5 Enter your user and company information. Click **Next**.
- 6 Read the Software License agreement and click **Yes**.
- 7 Select **Typical** or **Custom** installation.
 - a) **Typical** installation uses the default destination folder for the installation.
 - b) **Custom** installation allows you to specify the destination folder for the installation.
- 8 Click **Finish**. The CentreWare TIFF Submission Tool is ready for use.

Uninstalling Network Services

Use the following procedures to uninstall the Network Admin Services or Print/Fax Services components.

► **To uninstall the Network Services applications:**

- 1 Select **Start > Settings > Control Panel**.
- 2 Double-click **Add/Remove Programs**.
- 3 On the Install/Uninstall tab, select **Xerox CentreWare Network Admin Services** or **Xerox CentreWare Network Print & Fax Services** from the programs list and click **Add/Remove**. The Xerox CentreWare Services Setup program starts.
- 4 Click **Next**.
- 5 Select **Uninstall** to remove the installed components from the workstation.
- 6 On the CentreWare Uninstallation screen, verify that all of the items you want to uninstall are selected. Click **Next**.

NOTE: The program defaults to uninstall all CentreWare Services. Therefore, you must deselect any items that you do *not* want to uninstall.

The Uninstall program removes all of the selected programs from the workstation.



Using the Device Admin Wizard

The Device Admin Wizard supports Xerox Document Centre network installation and remote management. The wizard can remotely configure Document Centres that are connected to your network and have had basic connectivity enabled for one or more network operating systems.

You can use this wizard to perform the following tasks:

- Install new Xerox Document Centres on your network.
- Add or change Document Centre connectivity and configuration settings.
- Add or change the queues and users assigned to a Document Centre (NetWare only).

Use of the Device Admin Wizard for Document Centre network installations is recommended primarily for NetWare networks. However, remote management of Document Centres in other network environments may also be performed with the Device Admin Wizard.

NOTE: Refer to the additional administrative documentation provided with your Document Centre for detailed instructions about physically installing your Document Centre on your network.

Network access rights sufficient for installing a Document Centre or modifying network connectivity settings are required to use the Device Admin Wizard. You must be logged in with *Supervisor*, *Administrator*, or equivalent read/write rights on workstations and the network.

NOTE: To install the Device Admin Wizard, see *Installing Network Services Applications* on page 2-1.

Accessing the Device Admin Wizard

► To access the Device Admin Wizard:

Select **Start >Programs >Xerox CentreWare >Device Admin Wizard**.

An introductory screen appears. In most cases, click **Next** to proceed.

Navigation

The buttons along the bottom of the Device Admin Wizard screens provide the following navigation features:

Button	Function
Help	Displays the help topic for the Device Admin Wizard page that you are currently viewing.
Cancel	Exits the Wizard and cancels an installation/configuration that is in progress.
Back	Returns to the previous Wizard screen.
Next	Advances to the next Wizard screen.
Finish	Sends the installation/configuration settings to the Document Centre. (Only available on the last Wizard screen.)

The network connectivity selections and the key decision points within the Wizard are shown in Figure 3-1 on page 3-4.

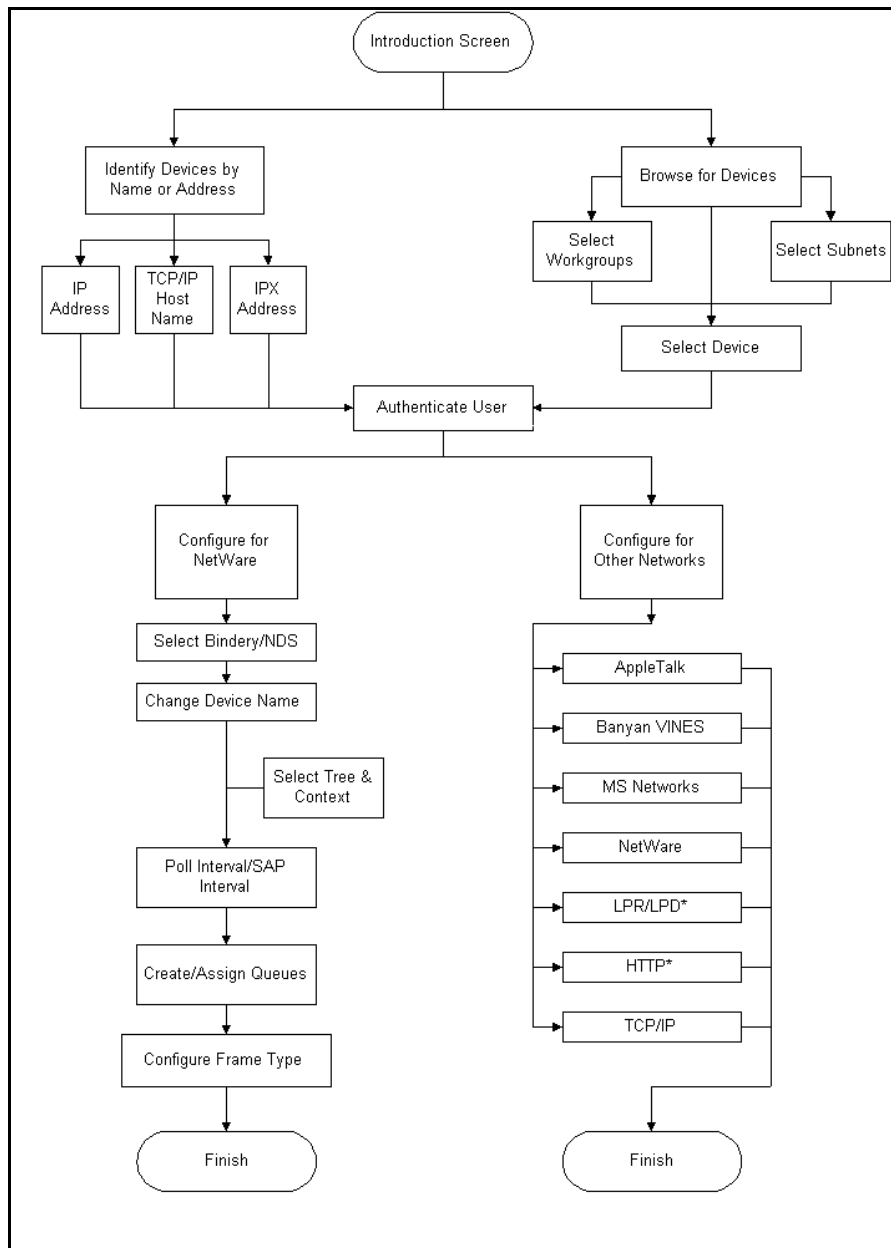


Figure 3-1: Device Admin Wizard Navigation

How to Use the Device Admin Wizard

Document Centre Discovery

The first step in using the Device Admin Wizard is to discover and connect to a Document Centre on your network. The dialog in Figure 3-2 enables you to select a method for communicating with a Xerox Document Centre that is connected to your network. You can browse for a Document Centre, or enter a specific name or address to connect to the Document Centre.

- If you know the IP/IPX Address or Host Name, select the corresponding option and type the Name or Address.
- If you do *not* know the Address or Host Name, select: **I want to browse to find a device over (NetWare, TCP/IP, Microsoft Networks).**



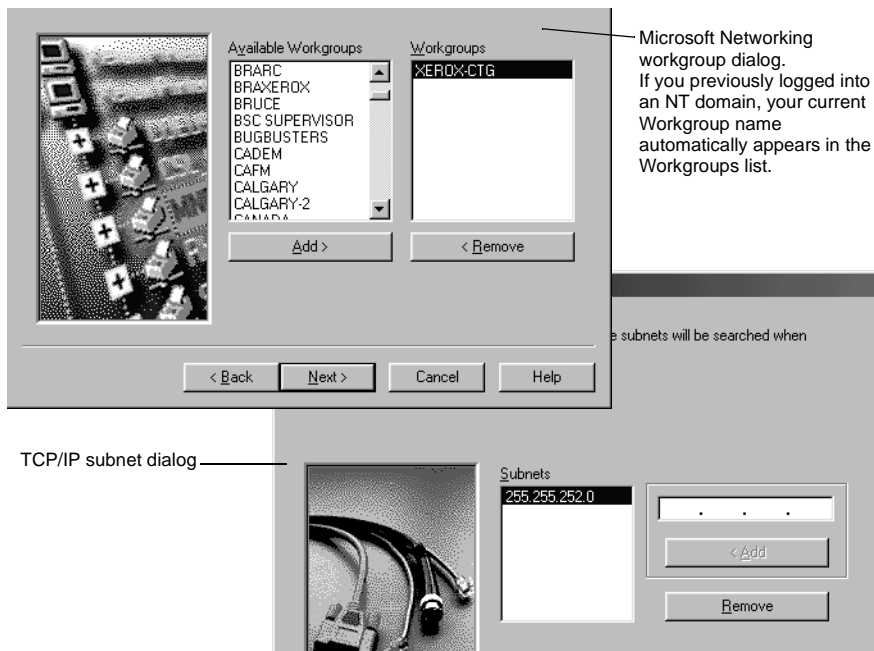
Figure 3-2: Document Centre Discovery

NOTE: You may need to use the Device Discovery Wizard to establish browsing capabilities on your workstation if you are not using NetWare. You may also need to use the Device Discovery Wizard to discover non-default SNMP Community Names for Get/Set associated with printers. See the chapter entitled *Using the Device Discovery Wizard* on page 4-1 for more information.

Browsing Subnets and Workgroups

NOTE: Skip to *Browsing for a Document Centre* on page 3-7 if you are using NetWare.

The Device Admin Wizard automatically searches your local TCP/IP subnet or Microsoft Network workgroup for available Document Centres. You can expand or restrict the search by indicating specific subnets or workgroups to search.



- **For TCP/IP:** Type a subnet address in the box and click **Add** to add it to the list of subnets to search.
- **For Microsoft Networks:** Scroll through the list of Available Workgroups. Select one or more workgroups and click **Add** to move them to the list of workgroups to search.

Browsing for a Document Centre

The dialog in Figure 3-3 appears if you chose to Browse for a Document Centre. It lists all the Document Centres that are currently connected within the network operating system you selected in the previous dialog.

NOTE: CentreWare supports two versions of the Document Centre 230 ST; the original Power PC-based version, and the upgraded Intel version. CentreWare applications currently list both versions as "Document Centre 230 ST" in the Devices list. Therefore, you may need to try both selections if your first 230 ST selection does not display the correct Document Centre model

The Show Devices list enables you to browse for specific Document Centre models.

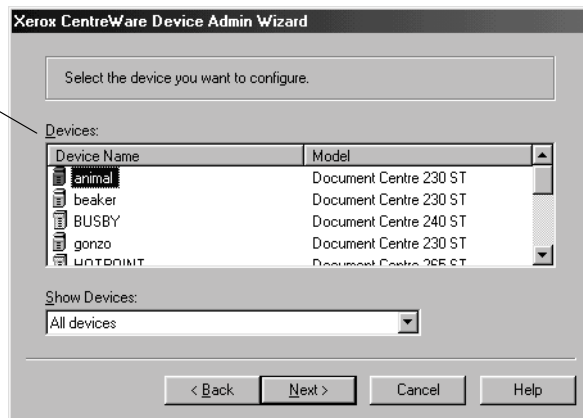


Figure 3-3: Browsing for a Document Centre

Newly-installed (unconfigured) Document Centres appear with factory default names which use "XRX_" and the MAC Address for identification.

Example: XRX_08003E312173

Each Xerox product may have a slightly different format, so you should obtain this information from the printer configuration sheet.

NOTE: When you select a Document Centre and click **Next**, you will need to enter a Device Access Password. This password is provided in the documentation that came with your Document Centre.

Choosing Configuration Options

The dialog in Figure 3-4 enables you to choose the Document Centre configuration options. If you select **Configure the Device for NetWare**, the Wizard provides step-by-step assistance for NetWare installations and remote access to connectivity settings.

The **Configure the device for other network** selection is used when configuring Document Centres for other network environments. When you choose this option, click **Properties** to access the Property Sheets for the Document Centre.



Figure 3-4: Configuration Options

Configuring the Document Centre for NetWare Environments

NOTE: Skip to *Configuring the Document Centre for Other Networks* on page 3-15 if you are not working in a NetWare environment.

The Device Admin Wizard guides you through the process of installing and configuring a Document Centre on a NetWare network. The steps in this process include:

- Discovering the Document Centre on the network.
- Assigning a Document Centre (device) name.
- Establishing NetWare Print Server and Printer objects.
- Setting the Polling Interval and SAP Interval.
- Selecting or creating a NetWare queue and associating the queues and users with the Document Centre.

NOTE: Remote access to the SAP interval setting is not supported on all Document Centre models.

Choosing the NetWare Connection

The Device Admin Wizard supports NetWare Bindery and NDS environments. Select the option that matches your network and workstation configuration.



Figure 3-5: Choosing the NetWare Connection

NOTE: If the Wizard does not detect one of the NetWare clients on your computer, the corresponding selection is disabled.

Renaming a Document Centre

Renaming the Document Centre is important because it makes it easier for users to locate and connect to the printer. Choose a name that will distinguish it from other printers on your network. Valid NetWare characters must be used.



Figure 3-6: Device Name

NOTE: The Device Name you enter automatically sets the Print Server Name and the NetWare Printer Object name. You may optionally specify the Print Server Password. If one is not specified, a default password is used.

Setting the Polling and SAP Interval

The Polling and SAP Intervals affect printing and monitoring performance. They also have a significant impact on the amount of network traffic that your Document Centre generates.



Figure 3-7: NetWare Polling and SAP Intervals

Polling Interval

The Polling Interval determines how often the printer queries the queue for jobs. Increasing the Polling Interval reduces network traffic but often results in slower job processing. Decreasing the Polling Interval increases network traffic but can improve overall job processing speed.

SAP Interval

The SAP Interval determines how often the Document Centre advertises on the network. Lower settings may improve response times, but tend to increase network traffic. Higher settings may result in slower response times but will decrease the amount of network traffic.

NOTE: Remote access to the SAP interval setting is not supported on all Document Centre models.

Assigning Queues and Users

The dialog in Figure 3-8 is used to assign NetWare queues and users to your Document Centre(s). Scroll down to select an **Available Queue** from the list on the left, then click >> to assign the queue(s) to the Document Centre. Document Centres may support as many as 4 Bindery servers or 1 NDS tree, each with one or more queues.

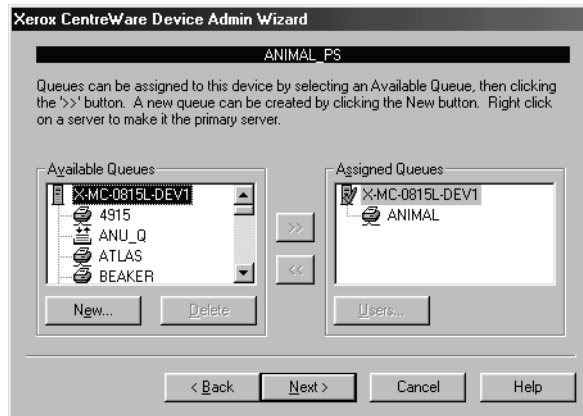


Figure 3-8: Assigning NetWare Queues & Users

NOTE: If a server is assigned via the Document Centre control panel, it cannot be removed using the Device Admin Wizard.

You can also create new queues or delete existing queues and define the NetWare users who can access each queue.

New—enables you to specify the name and location for a new print queue.

Delete—deletes a selected queue from the list of Available Queues.

Users—used to assign network users to each queue. When queues have been assigned, click on each **Assigned Queue** and then click **Users** to select and assign network users to each queue.

Confirming Settings

The final step before you send any connectivity changes to the Document Centre is to confirm your settings. Click **Back** if you want to change any of the options, or click **Finish** if you are satisfied with the settings.

NOTE: Some Document Centre models also offer a remote restart option. When this option is available, **Restart Device** displays in the Device Admin Wizard.

Configuring the Document Centre for Other Networks

You can access a variety of Document Centre properties and connectivity settings after discovering and establishing communication with a Document Centre. Select **Configure the device for other networks** and then click **Properties** to view the Properties pages and connectivity settings for the Document Centre.



Figure 3-9: Configure the Document Centre for Other Networks

NOTE: TCP/IP, Microsoft Networks, Banyan VINES, AppleTalk, LPR/LPD, and HTTP settings are configured via properties pages only. NetWare devices can be configured via the Properties Pages OR the Device Admin Wizard interface.

Document Centre Properties Pages

General Tab

This tab displays key features, such as fax, duplex, and finishing, copying, and scan-to-network options for your specific Xerox Document Centre.

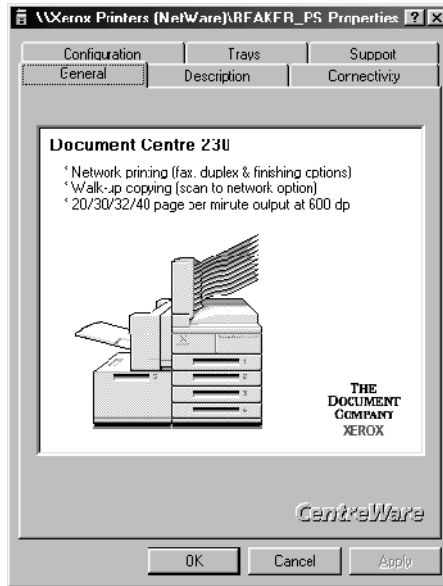


Figure 3-10: General Tab

NOTE: Additional information pertaining to the individual settings and options available on the Device Properties pages is provided in the Help that accompanies each page.

Configuration Tab

This tab displays the Document Centre configuration options, such as, ESS memory (RAM), CRU/Fuser impressions, CRU status, PDL interpreters, language levels, and version numbers.

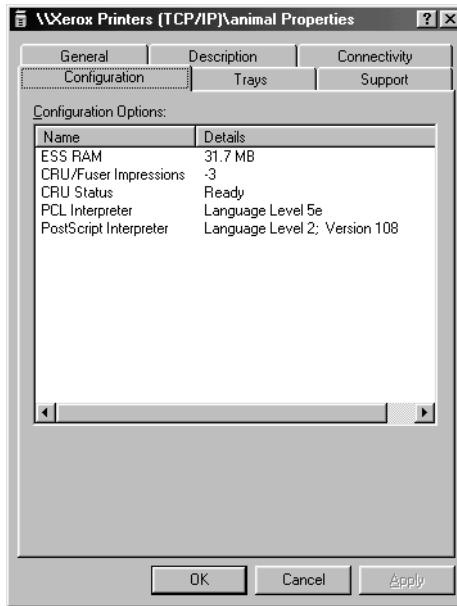


Figure 3-11: Configuration Tab

Description Tab

This tab displays the Document Centre location, the specific Document Centre model, product code or serial number, and the current date and time. The Document Centre model, product code, serial number, and date and time are read-only.

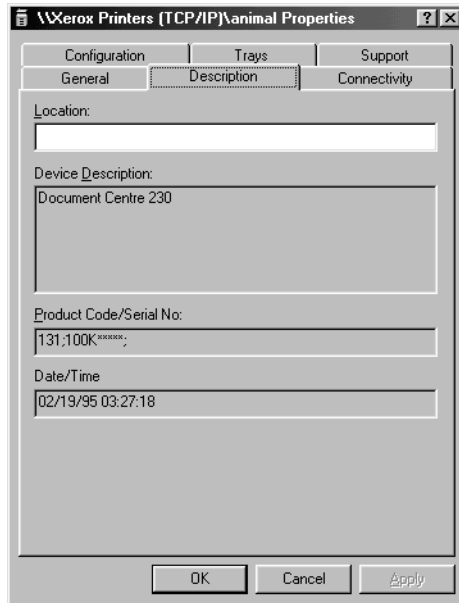


Figure 3-12: Description Tab

Trays Tab

This tab displays the Mailbox Bin assignments (if configured/available on your Document Centre) and the default output tray. The term Mailbox Bin refers to user-assigned bin locations on the Document Centre.

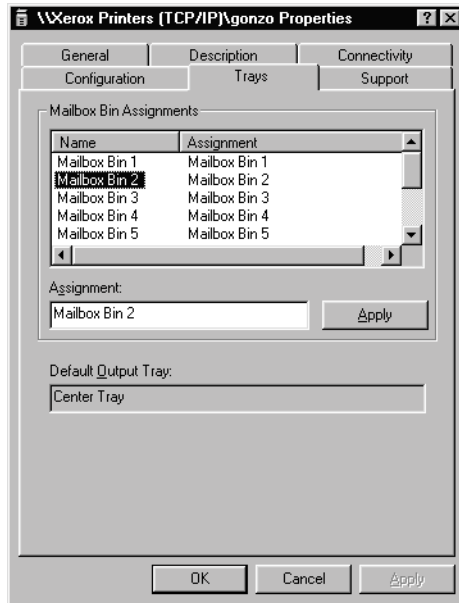


Figure 3-13: Trays Tab

Support Tab

This tab provides the Administrator's name, phone number, and building location. Additionally, it provides phone numbers for your Xerox Support Personnel.

You can access this tab via the Conductor to help locate sources to resolve problems they may encounter using the Document Centre.

The screenshot shows a Windows-style dialog box titled "Xerox Printers (TCP/IP)\animal Properties". It has several tabs: "General", "Description", "Connectivity", "Configuration", "Trays", and "Support". The "Support" tab is selected. Inside the dialog, there are two main sections. The first section is labeled "System Administrator" and contains three text input fields: "Name:" (with "SA" entered), "Phone Number:" (empty), and "Location:" (with "Building 815 Lab" entered). The second section is labeled "Xerox Support" and contains three text input fields: "Customer Support:" (empty), "Service:" (empty), and "Supplies:" (empty). At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Figure 3-14: Support Tab

Connectivity Tab

This tab displays the physical network connections available on your Document Centre and enables you to view or modify the connectivity settings.

Click on any of the **Physical Connections** or **Network Packages**, then click **Properties** to open the corresponding properties page.

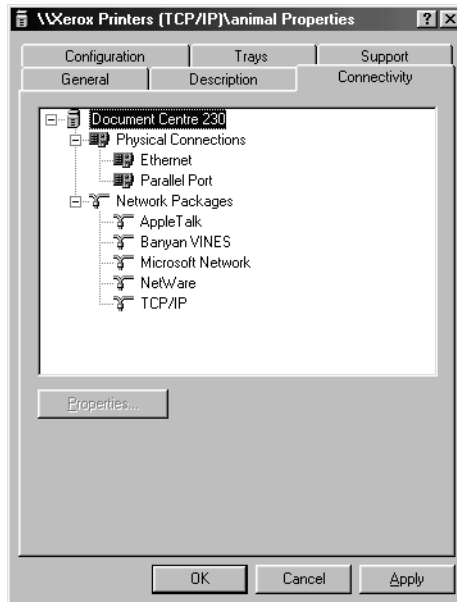


Figure 3-15: Connectivity Tab

Device Connectivity Pages

The Connectivity settings include the Physical Connections and the Network Packages or Protocols that your Document Centre supports. Some of these settings must be configured at the Document Centre control panel, but they can be viewed remotely as Read-Only settings. Settings that can be configured remotely provide Read-Write access to Network Administrators. You are required to enter the administrative password for your Document Centre in order to submit any connectivity changes.

In addition, the ability to configure some settings remotely via CentreWare Network Admin Services may be limited on some Document Centre models.

NOTE: After you change settings, click **Apply** to send the changes to the Document Centre. You must then restart the Document Centre for the changes to take effect.

Physical Connections and Network Packages

Tab	Contents
Ethernet	Ethernet MAC Address Speed
Parallel Port	Enable Parallel Port Timeout
Token Ring	Token Ring MAC Address Speed
Microsoft Network	Printer Name (SMB Host Name) SMB Host Name Comment Share Name Share Name Comment Workgroup Maximum Connections Transport Physical Connection
NetWare	Print Server Name NDS Settings Bindery Settings Frame Type Poll Interval / SAP Interval IPX Network Number Physical Connection
Banyan VINES	User Name User Password Print Service Name Physical Connection
AppleTalk	Printer Name Zone Name Printer Type Physical Connection
HTTP	Enable Protocol NOTE: When HTTP is enabled, the Internet Printing Protocol (IPP) is also enabled on the Document Centre. (IPP is not supported on all models.)
LPR/LPD	Port Physical Connection

Tab	Contents
TCP/IP	Host Name Addressing Mode IP Address Subnet Mask Gateway Physical Connection Enable Port 9100 Printing

Table 3-1: Physical Connections and Network Packages

NOTE: Supported options may vary by Document Centre model and release. Please consult the documentation provided with your Document Centre product, the Device Admin Wizard Help, and the CentreWare Network Admin Services Help Centre for additional information.



Using the Device Discovery Wizard

The Device Discovery Wizard enables the CentreWare Device Admin Wizard, Conductor, and scanning applications to discover Xerox Document Centres in network environments that do not provide automatic name, address, and print queue associations.

You may also need to use the Device Discovery Wizard if you are using SNMP Community Names for device management. See *SNMP Communities* on page 4-9 for more information.

Using a step-by-step approach, the wizard guides you through the following tasks:

- Choosing a network operating system
- Discovering Document Centres on your network and creating a Device List
- Adding Document Centres to the Device List
- Deleting or modifying Document Centre information
- Exporting Document Centre information to a file

After using the Device Discovery Wizard, you can distribute printer information to other network users by distributing a file. The update process is easy and virtually transparent to the user, and it ensures that each user has access to CentreWare and your Document Centre products.

Accessing the Device Discovery Wizard

► **To access the Device Discovery Wizard from the Windows Taskbar:**

Select **Start >Programs >Xerox CentreWare >Device Discovery Wizard**.

Navigation

The buttons along the bottom of the Device Discovery Wizard screens provide the following navigational features:

Button	Function
Back	Returns to the previous wizard screen.
Cancel	Exits the wizard without saving any of your changes.
Finish	Saves your changes and closes the wizard.
Help	Displays the help topic for the Device Discovery Wizard page that you are currently viewing.
Next	Advances to the next wizard screen.

The navigation options and key decision points within the Device Discovery Wizard are shown Figure 4-1.

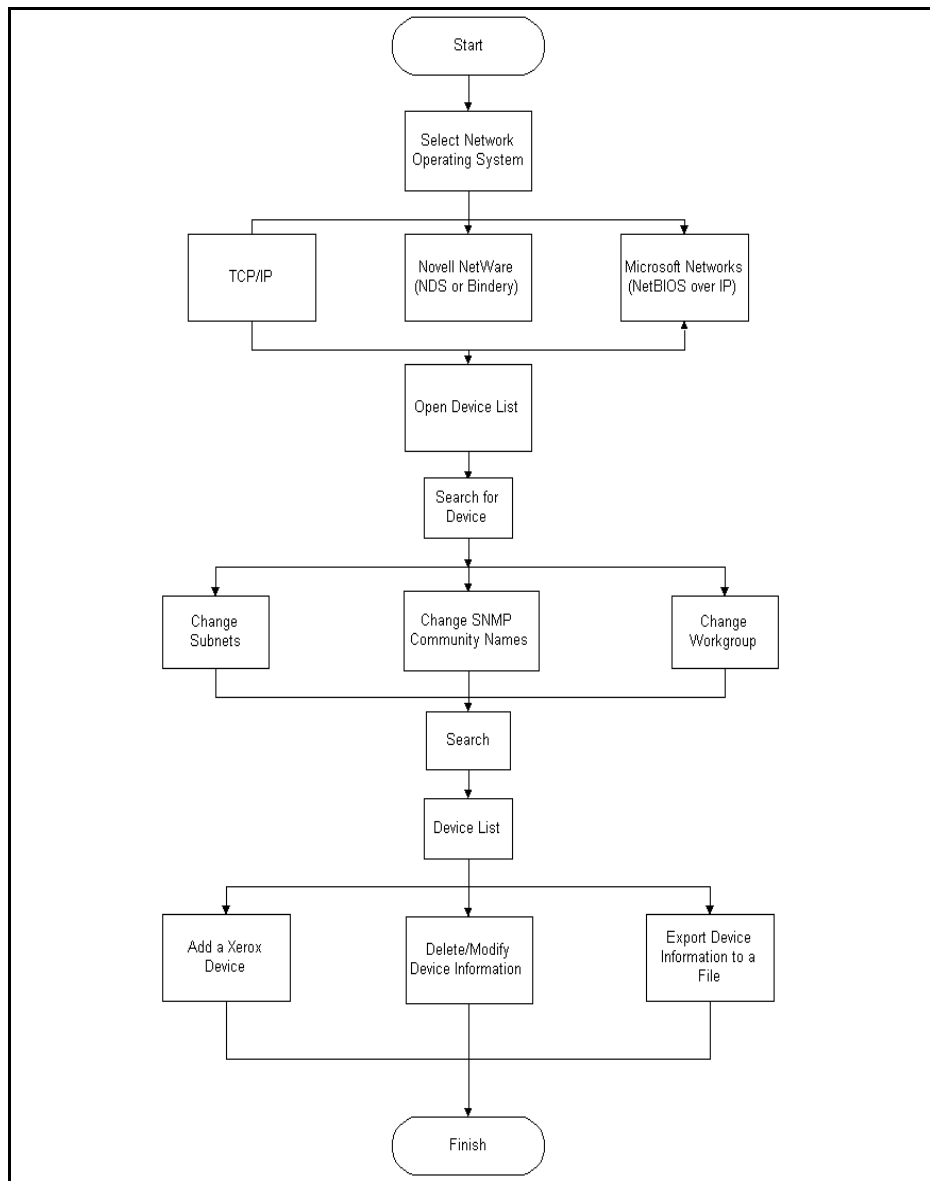


Figure 4-1: Device Discovery Wizard Navigation

How to Use the Device Discovery Wizard

Network Operating System Selection

The first step when using the Device Discovery Wizard is to select the network operating system in which you want to discover Document Centres. The Device Discovery Wizard automatically detects the availability of supported networking protocols and displays the options that are currently available on your workstation.



Figure 4-2: Network Operating System Selection

Choosing a Device List

This dialog is where you select or define the source file that contains the Xerox Document Centre information. The wizard reads information from the file that is currently available on your workstation, or you can select other files which have been created and saved with the Device Discovery Wizard.



Figure 4-3: Choosing a Device List

- **Open Local Xerox Devices List** — Choose this option to open the local Device List on your workstation. Often referred to as a cache or hosts file, the local list contains information about the Document Centres on your network.
- **Open File** — Choose this option to edit an existing Xerox Devices List File (.MTS). Type in a file name or Browse for the file. If the file does not exist, a new one is created.

Searching for Xerox Printers

The dialog in Figure 4-4 appears after you choose a network operating system and open a Device List. Your selection of the network operating system determines which search options are available in your environment. Printers do not appear in the Device List until you search for and discover printers or open a Device List File from a previous session.

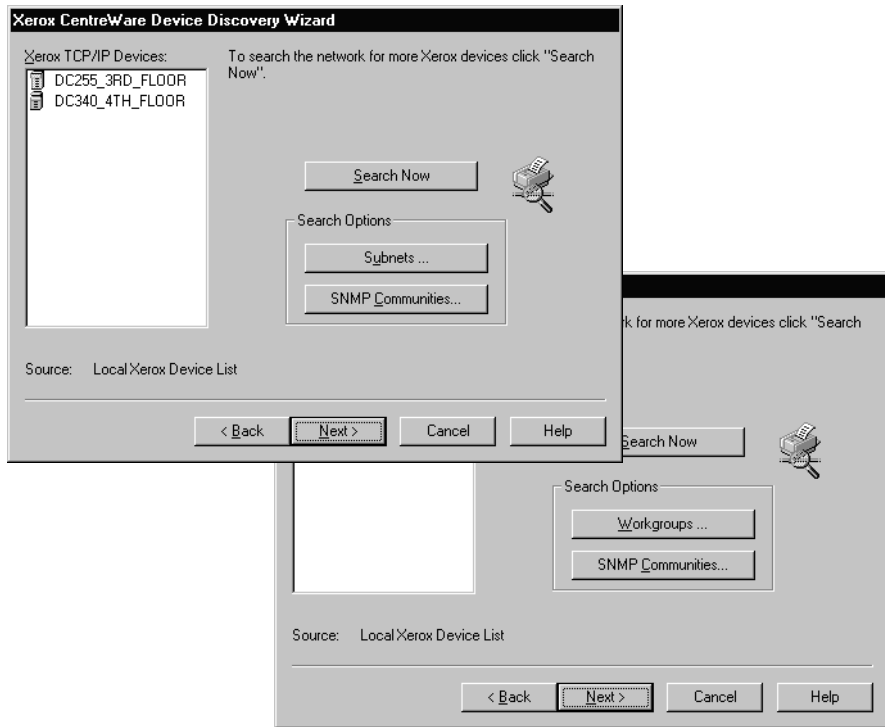


Figure 4-4: Searching for Xerox Devices

The Device Discovery Wizard searches for Document Centres within the following network segments:

- NetWare Servers or NDS Trees/Contexts to which you are logged-in.
- Local subnet and any remote subnets you define via the **Change Subnets** button/dialog.
- Local workgroup and any additional workgroups you define via the **Change Workgroups** button/dialog.
- The SNMP Community Name and any other community you define via the **SNMP Communities** button/dialog.

NOTE: The network operating system that you choose determines which of the above Search Options are available for your environment.

Extending Searches

For TCP/IP and Microsoft Networks, the default behavior for the Device Discovery Wizard is to search for Xerox Document Centres within the local subnet or workgroup to which your workstation is connected. However, you can also specify additional subnets, workgroups, and SNMP Community Names if you need to search for printers in different network segments.

Subnets

For TCP/IP, click **Subnets** in the Search dialog (see Figure 4-4 on page 4-6), then specify each remote subnet by entering the Broadcast Addresses for each remote subnet. You can specify up to eight subnets.

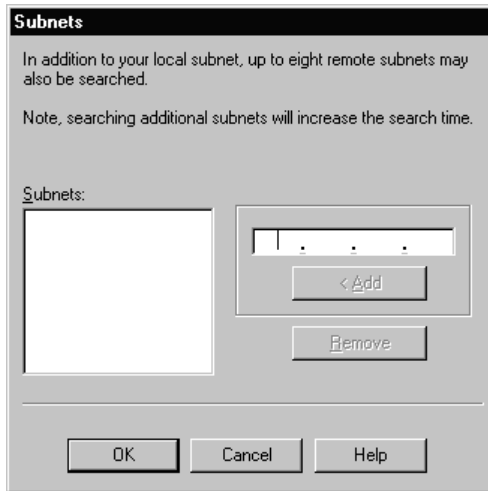


Figure 4-5: Defining Subnet Searches

SNMP Communities

For Microsoft Networks and TCP/IP, you can also specify a search based on SNMP Community Names. Click **SNMP Communities** in the Search dialog (see Figure 4-4 on page 4-6) to define the SNMP Community Names to include in your search.

NOTE: If you are using SNMP Community Names for device management, you may need to specify the community name(s) and distribute them to each workstation where CentreWare applications will be used. If you are using the default Get/Set names (*Public* or *Private*), the settings do not need to change. If you change the Get/Set names on any device(s), then you must change the names in this dialog to perform device discovery.

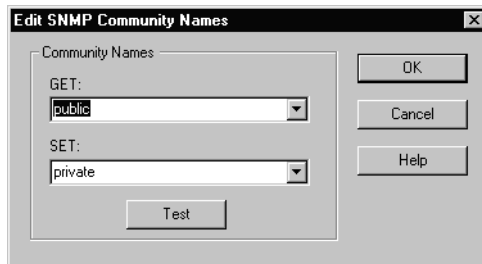


Figure 4-6: Defining SNMP Community Searches

Workgroups (Microsoft Networks)

For Microsoft Networks, click **Workgroups** in the Search dialog (see Figure 4-4 on page 4-6), then specify each workgroup within the following dialog:

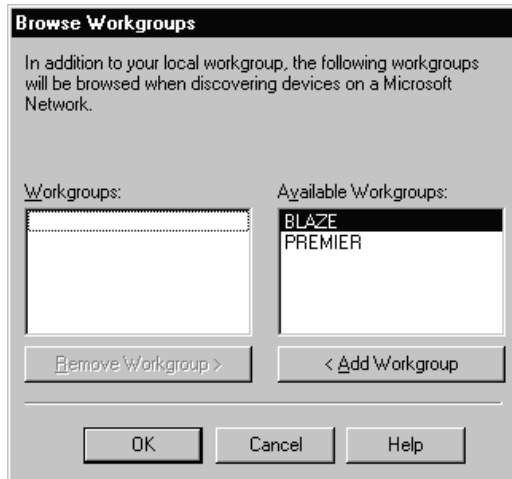


Figure 4-7: Defining Workgroup Searches

Adding, Deleting, Modifying, and Exporting Printer Information

Several options are available after you discover the Document Centres on your network. You can Add, Delete, Modify, and Export Document Centre information by selecting these options in the following dialog.



Figure 4-8: Primary Device Discovery Options

Adding a Xerox Device

Select **Add a Xerox Device**, and click **Next**. A dialog requires you to enter the Printer Name and/or Network Address to discover the Document Centre. The wizard guides you through the process of specifying additional printer configuration information and saving it in the current Device List.

Deleting/Modifying Printer Information

Select **Delete/Modify Device Information** and click **Next** to delete or modify information for the Document Centres on your network. The changes you make while using the wizard are reflected in the Device List, but do not change any of the settings on your Document Centres or your network.

NOTE: CentreWare supports two versions of the Document Centre 230 ST; the original Power PC-based version, and the upgraded Intel version. CentreWare applications currently list both versions as "Document Centre 230 ST" in the Device Model selection list box. Therefore, you may need to try both selections if your first 230 ST selection does not display the correct Document Centre model

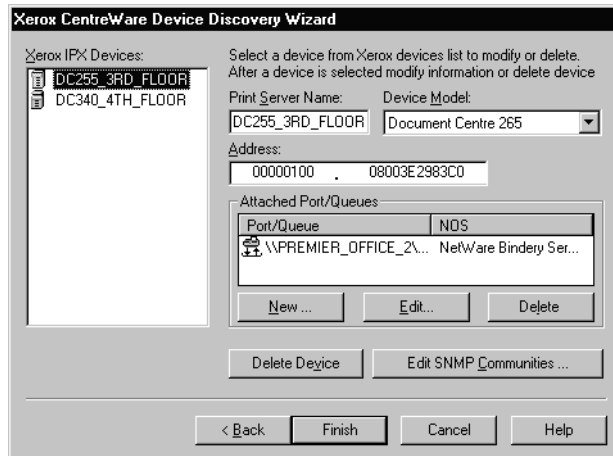


Figure 4-9: Modifying Document Centre Information

Editing Printer Information

The current Port/Queue assignments that are listed can be modified or deleted using **New**, **Edit**, and **Delete** under the list of Attached Port/Queues.

To modify Document Centre information:

- 1 Select the Document Centre that you want to modify.
- 2 Modify the settings for the Print Server, Device Model, Printer Name, and Address by editing the fields within the wizard dialog.
- 3 Modify the Attached Ports/Queues by selecting **New** to assign a new queue, **Edit** to modify an existing queue assignment, or **Delete** to delete an existing queue.

NOTE: If the operating system on your workstation is using an old version of SHELL32.DLL, the Browse buttons used to view and select NDS queues within CentreWare will not function. Version 4.7 or greater of the SHELL32.DLL is required for browsing in NDS.

- 4 Click **Finish** after you have made the required changes, then follow the prompts in the wizard to save the changes and close the wizard.

Editing SNMP Communities

You can specify the GET and SET SNMP Community Name strings to control READ/WRITE access to the SNMP information on your Document Centre.

► **To edit access for SNMP community information:**

- 1 Select the Document Centre that you want to edit.
- 2 Click **Edit SNMP Communities**. The Edit dialog appears.
- 3 To allow SNMP information to be read from the Document Centre, type the SNMP Community Name in the **GET** field. This name must match the name set on the device using CentreWare Internet Services.

To allow SNMP information to be written to the Document Centre, type the SNMP Community Name in the **SET** field. This name must match the name set on the device using CentreWare Internet Services. See the *Internet Services Guide* for more information.
- 4 Click **Test** to send the GET and SET strings to the Document Centre. A confirmation message displays if the test was successful. If the confirmation does not appear, repeat the procedure.
- 5 Click **OK** to close the Edit dialog.
- 6 Click **Finish** to save changes and exit the wizard.

Deleting a Printer

When you delete a Document Centre, all queues associated with the printer are also deleted from the Devices List. All changes are local to your workstation and have no impact on the network or Document Centre.

To delete a Document Centre:

- 1 Select the Document Centre that you want to delete.
- 2 Click **Delete Device**.
- 3 Click **Finish** to save your changes and close the wizard.

Exporting Printer Information

Exporting Document Centre information from the Device Discovery Wizard is a convenient way to update and distribute network information for Xerox Document Centres. The wizard creates an export file that is similar to a hosts or cache file. When distributed to other CentreWare users, this file provides simple and consistent Document Centre discovery.

Exporting Document Centre Information to a File

► To export the Document Centre information to a file:

- 1 Launch the Device Discovery Wizard and select the NOS and the Device List that you want to edit.
- 2 Discover additional Document Centres as needed, then proceed to the selection screen for the primary wizard functions.
- 3 Select **Export Device Information to a File** and click **Next**.

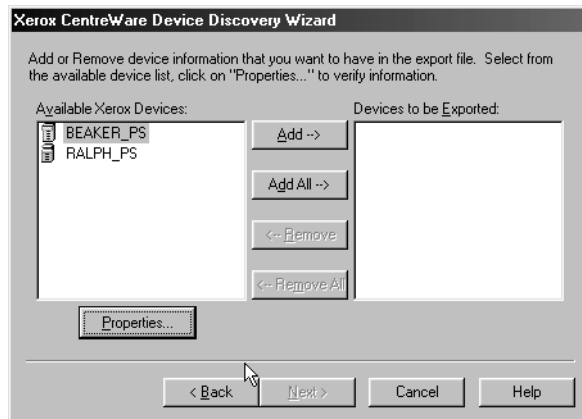


Figure 4-10: Selecting the Document Centres to Export

- 4 Add an individual Document Centre by selecting the Document Centre and clicking **Add**. Add all the Document Centres in the list by clicking **Add All**. Click **Next** when you have selected all the Document Centre information you want to export.
- 5 Type the filename and the path, or click **Browse** to search for the filename/path.
- 6 Click **Next**, then follow the prompts to save the file and close the Device Discovery Wizard.

Distributing Document Centre Information

To distribute Document Centre information:

- 1 Make sure the CentreWare Conductor is installed on each user's workstation.
- 2 E-mail the Device Discovery Export file (.MTS) to each network user or copy the file to an accessible location on your network.
- 3 Instruct the user to double-click on the .MTS file to import the Document Centre information.

The Document Centre information is imported from the .MTS file to the user's workstation and requires no further user intervention. Once the Document Centre information has been imported, each user can then take advantage of advanced browsing and monitoring capabilities in other CentreWare applications, such as the Conductor.



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:

- 1 Install the Conductor. See *Installing Network Services Applications* on page 2-1 for complete instructions.
- 2 If you have selected the installation option to **Add the Conductor to your Startup Folder**, the Conductor starts every time you start your workstation.

- OR -

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.

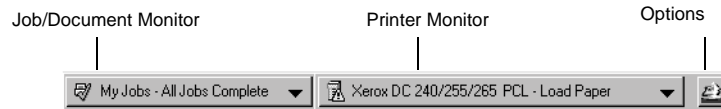


Figure 5-1: The Conductor Toolbar

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.

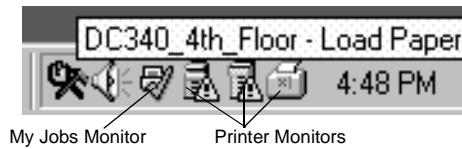


Figure 5-2: Conductor Icons in the Taskbar

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.

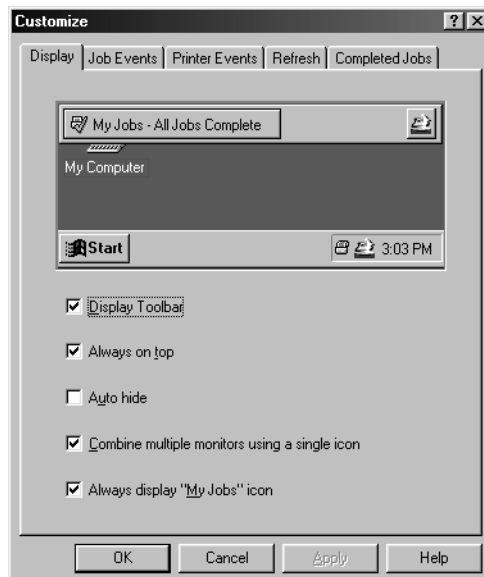


Figure 5-3: Conductor Display Options

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

NOTE: If your environment is Windows NT 4.0 in NetWare NDS, see *Monitoring in Windows NT 4.0 / NetWare NDS Environments* on page 8-9.

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.

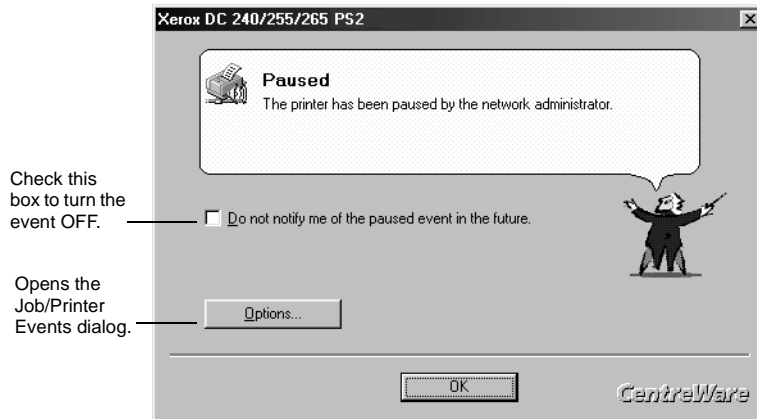


Figure 5-4: Monitor Pop-Up

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.

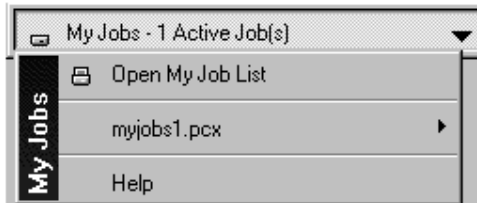


Figure 5-5: My Jobs Menu

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.

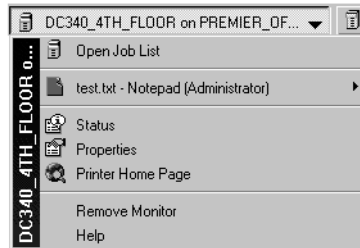


Figure 5-6: Printer Monitor Options in a Monitor



Figure 5-7: 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

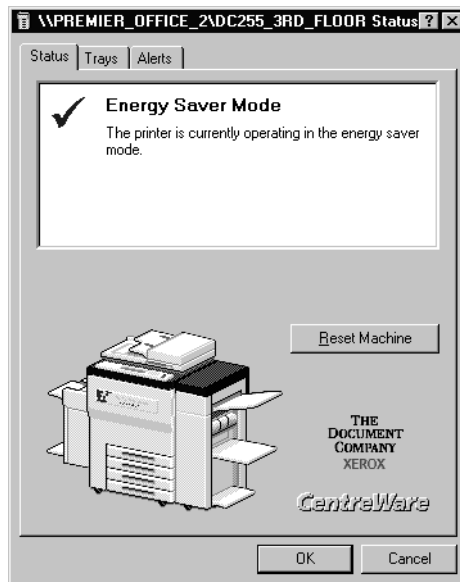


Figure 5-8: Status Page

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

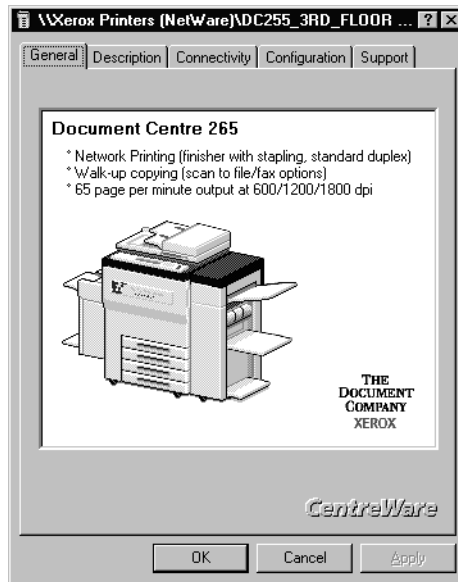


Figure 5-9: General Properties Page

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.

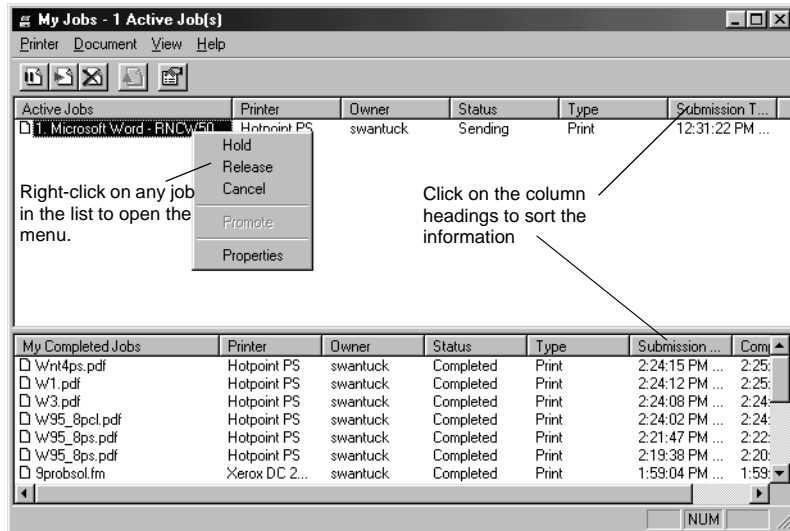


Figure 5-10: Conductor Job Lists

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 9-3 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 9, *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**.

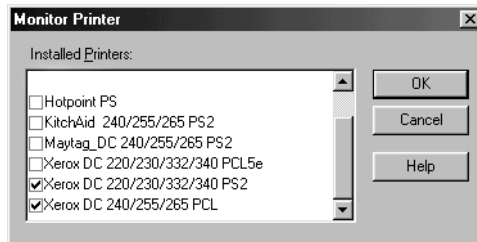


Figure 5-11: Monitor Printer Dialog

- 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.

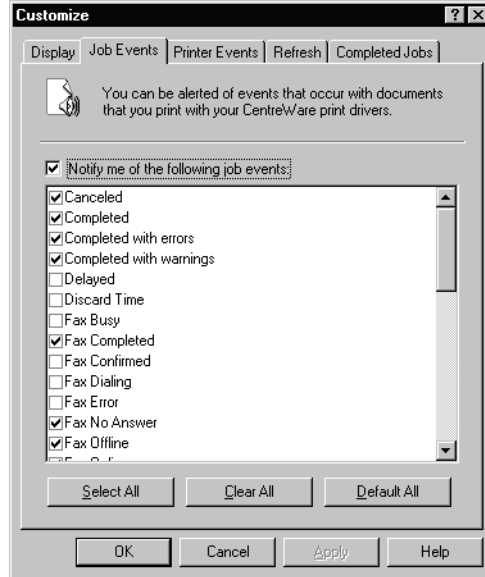


Figure 5-12: Customize Job Events

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.

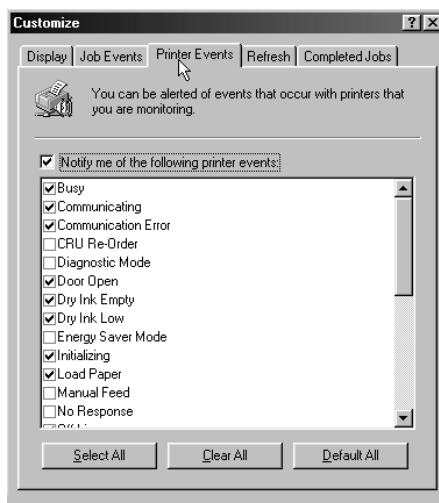


Figure 5-13: Customize Printer Events

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.

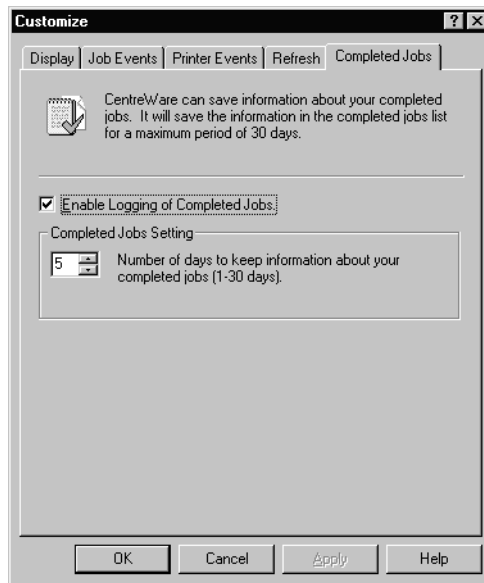


Figure 5-14: Tracking Completed Jobs

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.

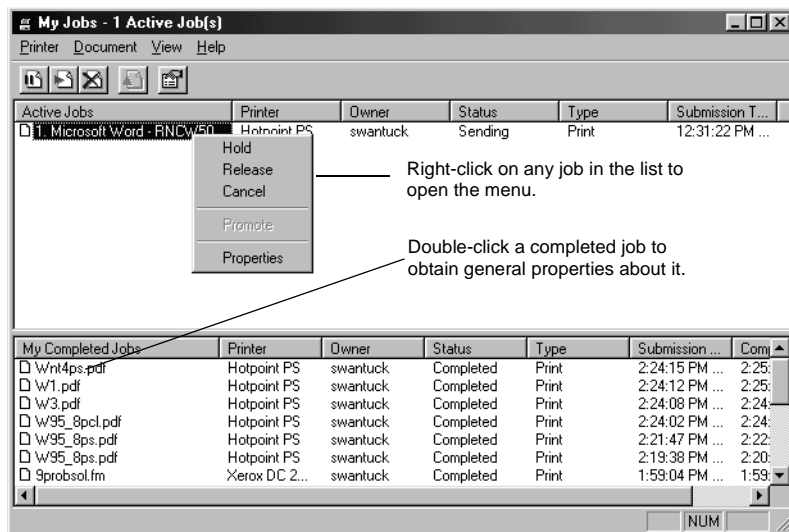


Figure 5-15: My Jobs List

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.

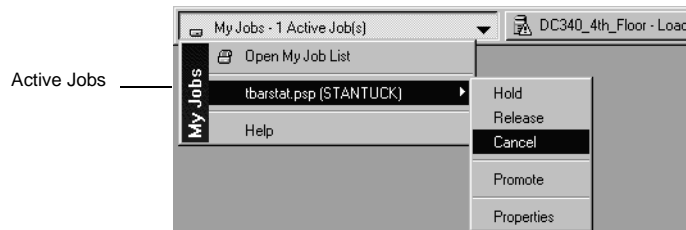


Figure 5-16: Job Control from Roll-Out Menu

► **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 5-11 for information about the Status page.

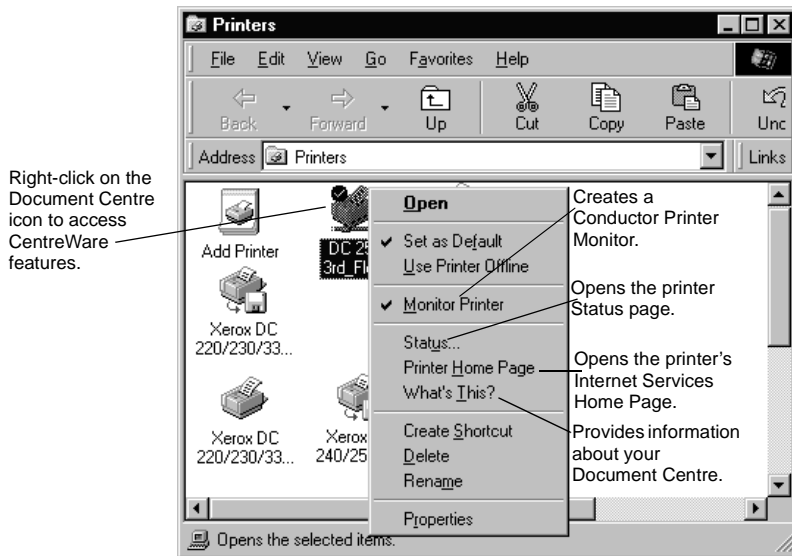


Figure 5-17: Printers Folder CentreWare Features Menu

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.

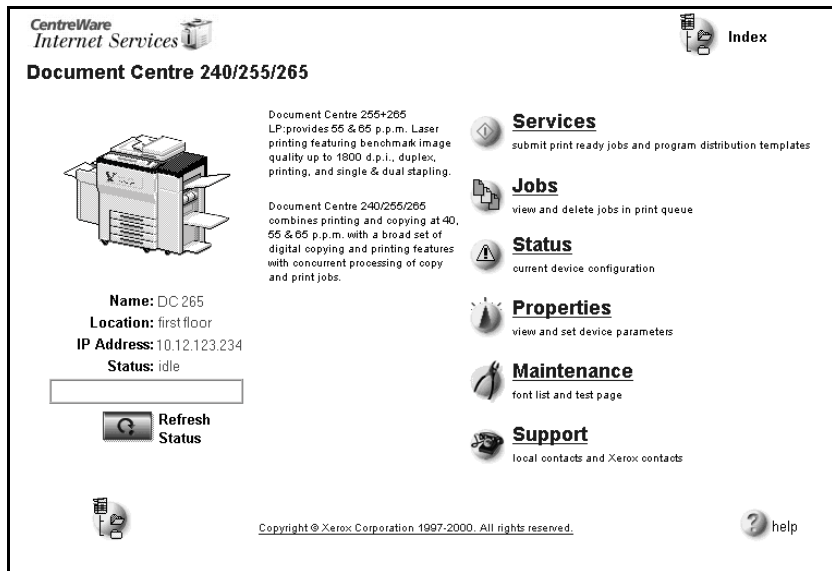


Figure 5-18: Printer Home Page

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. See Chapter 2, *Installing Network Services Applications* for complete installation information.

► **To access the Fax Phonebook:**

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

The Fax Phonebook opens.



Figure 6-1: 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 9-34 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 9-34 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.

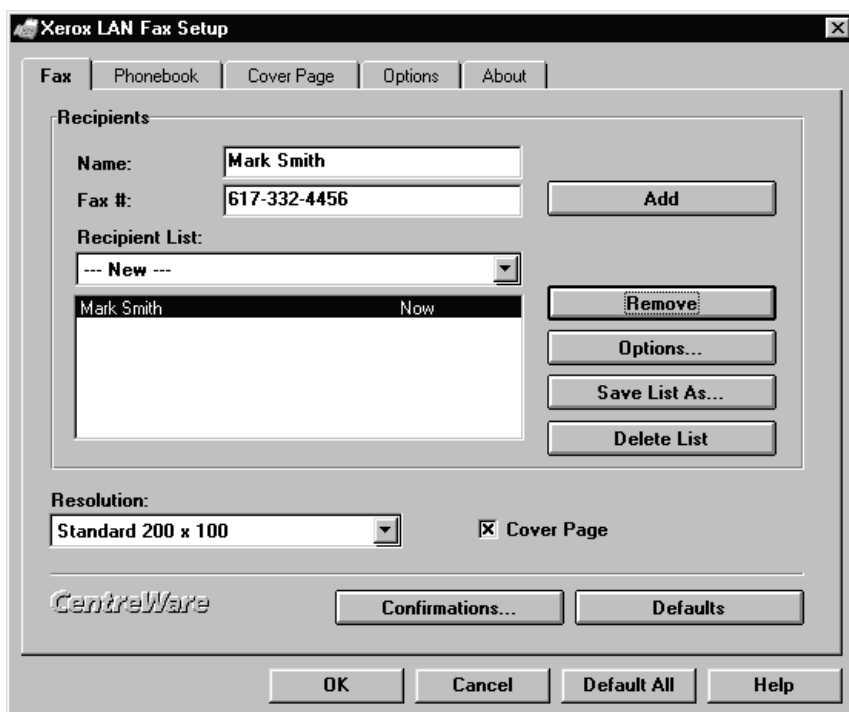


Figure 6-2: Fax Tab

- 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.

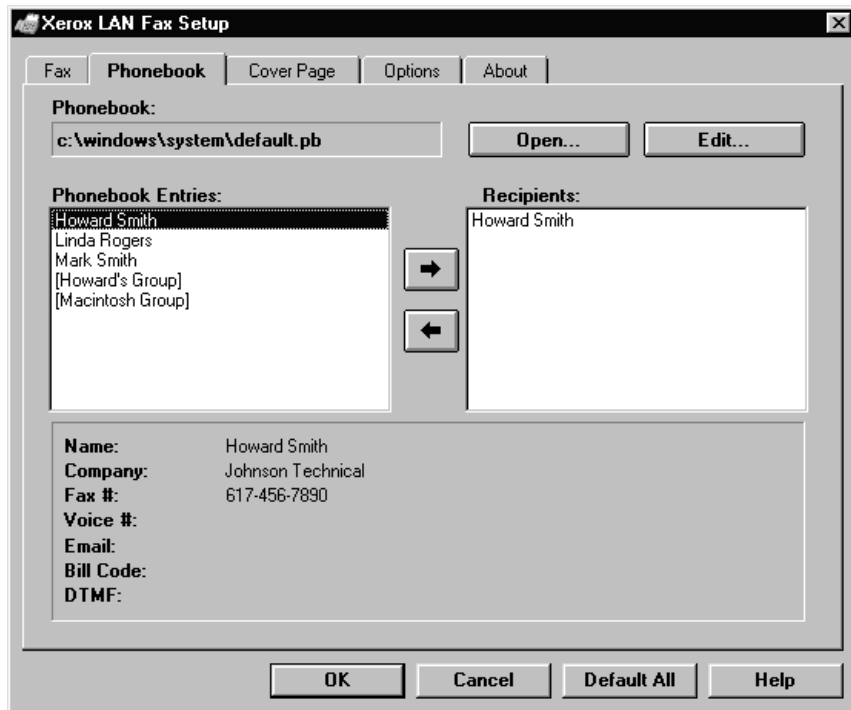


Figure 6-3: Phonebook Tab

- 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.



Macintosh Printer Utility

The Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. Use the Macintosh Printer Utility any time you want to remotely make changes to the AppleTalk Zone and Printer Name from a Macintosh workstation.

Workstation Requirements

The following are the minimum requirements for the installation and operation of the Macintosh Printer Utility:

- At least 800 KB available hard drive space
- Macintosh Operating Systems 7.6 - 8.6.
- CD-ROM drive or access via a network

Installing the Macintosh Printer Utility

Use the following procedure to install the Macintosh Printer Utility. The installation consists of copying the utility to your workstation.

► To Install the Macintosh Printer Utility:

- 1 Place the Network Admin Services CD into the appropriate drive.
- 2 Open the **Drivers** folder, then open the **Mac** folder.
- 3 Locate the **pUtility** and **puReadMe** files.
- 4 Copy these files to your desktop or a folder on the Macintosh.
- 5 Once the copy is complete, double-click the **pUtility** icon to start the utility.

A list of the known PostScript printers is displayed for the currently selected AppleTalk zone.

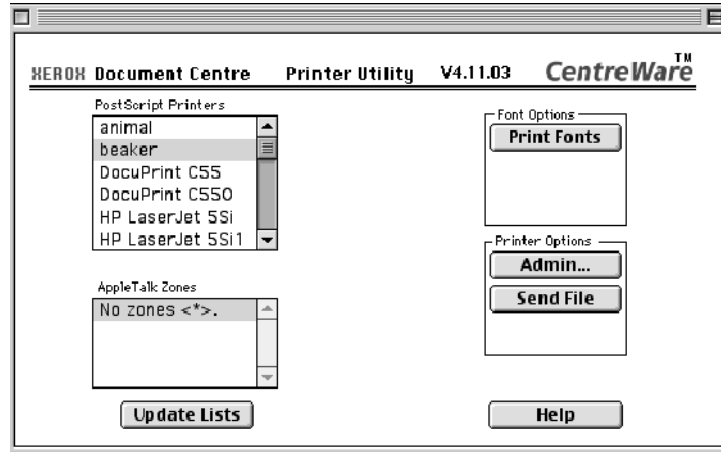


Figure 7-1: Macintosh Printer Utility

The utility allows you to:

- query the characteristics of the printer
- print a list of fonts installed on the printer
- send PostScript files or portions of PostScript code to the printer
- rename the printer
- change the AppleTalk zone to which the printer responds

To activate the control buttons, select the zone and printer. Click **Help** to access more information about the dialogs of the utility.

NOTE: You must restart the Document Centre if you make changes to the settings.

Uninstalling the Macintosh Printer Utility

Use the following procedure to uninstall the Macintosh Printer Utility.



To uninstall the Macintosh Printer Utility:

- 1 Locate the **pUtility** files on the hard disk.
- 2 Select the **pUtility** and **puReadMe** files and drag them to the **Trash**.
- 3 Access the System Folder, select **Preferences** and delete the Xerox DCS Utility Preferences.

NOTE: Not all versions require this step.

- 4 Empty the **Trash**.



Installing Windows Printer Drivers

Overview

Windows 95/98/NT/2000

The CentreWare printer drivers support the special features and functions of Xerox Document Centres, enabling fast, efficient printing from your desktop.

The following table shows the Document Centre models supported in this release of CentreWare and the printer/fax drivers that are available for Microsoft Windows environments.

CentreWare Printer Driver (Windows 95/98/NT/2000)	Document Centres
PostScript 2	DC 220/230/332/340 DC 240/255/265
PostScript 3	DC 420/432/440 DC 45x/46x/47x/48x
PCL 5e	DC 220/230/332/340 DC 240/255/265 DC 420/432/440 DC 45x/46x/47x/48x

Table 8-1: CentreWare Printer/Fax Drivers for Xerox Document Centres

Windows DEC Alpha Printer Drivers

Microsoft Windows printer drivers for the Document Centre 420/432/440 and 45x/46x/47x/48x are also provided for DEC Alpha workstations. These printer drivers are located on the CentreWare Print and Fax CD in

Drivers\Windows\DC440_DC432_DC420\Alpha440 and

Drivers\Windows\DC48x_DC47x_DC46x\Alpha48x directories, respectively.

Workstation Requirements

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

Windows 95/98 Printer Driver Installation

The following table lists the Windows 95/98 printer drivers for each Document Centre. The printer drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD.

CentreWare Driver (Windows 95/98)	Driver Type	Subdirectory	Installation File Name
DC 220/230/332/340	PostScript	\DC340_DC332_DC230_DC220\Ps340_95	dcx30a4.inf
	PCL	\DC340_DC332_DC230_DC220\Pcl340	dcs30pcl.inf
DC 240/255/265	PostScript	\DC265_DC255_DC240\Ps265_95	dcx65a4.inf
	PCL	\DC265_DC255_DC240\Pcl265	dcs65pcl.inf
DC 420/432/440	PostScript	\DC440_DC432_DC420\Ps440_95	dc440a4.inf
	PCL	\DC440_DC432_DC420\Pcl440	dc440pcl.inf
DC 45x/46x/47x/48x	PostScript	\DC48x_DC47x_DC46x_DC45x\Ps48x_95	dc48xa4.inf
	PCL	\DC48x_DC47x_DC46x_DC45x\Pcl48x	dc48xpcl.inf

Table 8-2: Windows 95/98 Printer Drivers

► To install the Windows 95/98 printer drivers:

- 1 If you are installing from CD, the Network Print and Fax Services AutoRun program appears when you insert the CD. Click **Print & Fax Drivers** and **Install Your Printer with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start > Settings > Printers**. Double-click **Add Printer** to launch the Wizard.

- 2 Click **Next** on the first screen of the Add Printer Wizard.
- 3 Select **Network Printer**, then click **Next**.
- 4 Enter the Document Centre network path or queue name. Click **Next**.
- 5 Click **Have Disk**. The Install From Disk dialog is displayed. Browse to the location of the driver and select the .INF file for your Xerox system. (See Table 8-2 on page 8-3.) Click **OK**.
- 6 Click **OK** to verify the path to the driver, then click **Next**.
- 7 If an existing driver is detected by the Wizard, you will need to select **Replace Existing Driver**. Click **Next**.
- 8 As needed, change the Document Centre name and default printer selections. Click **Next**.
- 9 Indicate whether you want to print a test page, then click **Finish**.

NOTE: For the DC 240/255/265 and 45x/46x/47x/48x models, you cannot print a test page if Accounting has been enabled on the Document Centre.

The printer driver installation is complete. Refer to *Accessing Printer Driver Options* on page 9-3 for information on using the features of the printer drivers.

Windows NT 4.0 Printer Driver Installation

The following table lists the Windows NT 4.0 printer drivers for each Document Centre. The printer drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD.

NOTE: These printer drivers can also be used for printing in Windows 2000. To fax in Windows 2000 on NetWare networks, you need the NT 4.0 printer driver. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 9-36.

CentreWare Driver (Windows NT 4.0)	Driver Type	Subdirectory	Installation File Name
DC 220/230/332/340	PostScript	\DC340_DC332_DC230_DC220\P340_nt	xdc32.inf
	PCL	\DC340_DC_332_DC230_DC220\Pcl340nt	dc30pcl.inf
DC 240/255/265	PostScript	\DC265_DC255_DC240\P3265_nt	xdc65.inf
	PCL	\DC265_DC255_DC240\Pcl265	dcs65pcl.inf
DC 420/432/440	PostScript	\DC440_DC432_DC420\P3440_nt	xdc440.inf
	PCL	\DC440_DC432_DC420\Pcl440nt	dc440pcl.inf
DC 45x/46x/47x/48x	PostScript	\DC48x_DC47x_DC46x_DC45x\P348x_nt	xdc48x.inf
	PCL	\DC48x_DC47x_DC46x_DC45x\Pcl48xnt	dc48xpcl.inf

Table 8-3: Windows NT 4.0 Printer Drivers

Network Print Configurations

Client/Server

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

Client-Direct-to-Printer

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

Client/Server First-time Installations

Follow the procedures below if you are installing the CentreWare Windows NT 4.0 PostScript or PCL printer drivers for the first-time. If you are upgrading Windows NT PostScript drivers from a previous release, refer to *Windows NT 4.0 PostScript Printer Drivers Upgrade* on page 8-10.

► To install Windows NT 4.0 printer drivers for the first-time:

- 1 If you are installing from CD, the Network Services AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start > Settings > Printers**. Double-click **Add Printer** to launch the Wizard.

- 2 Select **Network Printer Server**, then click **Next**.
- 3 Type the full name or browse for the Document Centre. Click **OK**.
- 4 At the prompt to install the printer driver on your local machine, click **OK**.
- 5 Click **Have Disk**, then browse to the location of your printer driver files. The Windows NT drivers are located in subdirectories within the **Drivers\Windows** directory on the Network Print and Fax Services CD. When you locate the correct .INF file, click **Open**.
- 6 Verify the path and click **OK**.
- 7 Specify if you want this Document Centre to be your default printer. Click **Next**.
- 8 Click **Finish**. The printer driver installation is complete.

Refer to *Accessing Printer Driver Options* on page 9-3 for information on using the printer drivers.

Client-Direct-to-Printer First-time Installations

- 1 If you are installing from CD, the Network Services AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.
- OR -
If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start > Settings > Printers**. Double-click **Add Printer** to launch the Wizard.
- 2 Select **My Computer**, then click **Next**.
- 3 Select or Configure a Port. Click **Next**.

NOTE: If you are configuring NT workstations or stand-alone servers that access the printer through TCP/IP LPR printing, use **lp** for the name of the remote print server name or print queue.

- 4 Click **Have Disk**, then browse to the location of your printer driver files. The Windows NT drivers are located in subdirectories within the **Drivers\Windows** directory on the Network Print and Fax Services CD. When you locate the correct .INF file, click **Open**.
- 5 Verify the path and click **OK**.
- 6 Specify if you want this Document Centre to be your default printer. Click **Next**.
- 7 Select if you want this Document Centre to be shared with other users. Click **Next**.
- 8 Specify if you want to print a test page. Click **Next**.
- 9 Click **Finish**. The printer driver installation is complete.

Refer to *Accessing Printer Driver Options* on page 9-3 for information on using the printer drivers.

Monitoring in Windows NT 4.0 / NetWare NDS Environments

In the process of managing your print jobs through the Conductor with CentreWare Monitoring, you may encounter the problem of shortened queue names. If you have used the Windows NT 4.0 Add Printer Wizard to add an NDS queue, the NetWare Print Provider automatically modified the name to a shortened format. CentreWare Monitoring does not recognize the shortened name format. The following procedure maps the printer name to a fully distinguished queue name.

► **To map a shortened printer name to a fully distinguished queue name:**

- 1 At the desktop, click **Start > Settings > Printers**.
- 2 Right-click on the desired Document Centre icon and choose **Properties** from the option list.
- 3 Select the **Ports** tab. The printer name is displayed in the Short Name format.
- 4 Locate and select the Long Name in the list to make an association between the Short Name and Long Name. The following is an example:

Short Name	Long Name
\\my_tree\my_queue	\\my_tree\CN=my_queue.OU=my_orgunit.O=my_organization

Table 8-4: Monitoring in Windows NT 4.0 / NetWare NDS

- 5 Click **OK**.

Windows NT 4.0 PostScript Printer Drivers Upgrade

This section contains information for upgrading Windows NT 4.0 PostScript printer drivers that were installed from a previous CentreWare release.

NOTE: You cannot upgrade the NT 4.0 PCL printer driver. You must delete the old PCL printer driver and then install the new printer driver. See *Windows NT 4.0 Printer Driver Installation* on page 8-5 for the installation procedure.

The CentreWare 5.2 NT PCL printer driver contains **Save Settings** and **Restore Settings** buttons which are used to retain system configuration options on the Document Centre when installing a new printer driver. This prevents you from losing your Document Centre Paper and Installable Options settings during installation. See the NT PCL printer driver Help for more information on how to use these buttons.

There are two procedures for upgrading Windows NT 4.0 PostScript printer drivers:

- Procedure 1 is for DC 220/230/332/340 and DC 240/255/265 upgrading from CentreWare 4.1 and higher. For example, upgrading from CentreWare 4.1 to CentreWare 4.1 SP2, 5.1 or 5.2.
- Procedure 2 is only for DC 220/230 upgrading from CentreWare 3.2 (version 2.00.05 or earlier) to CentreWare 5.1 or higher. For example, upgrading from CentreWare 3.2 or 4.1 to CentreWare 4.1 SP2, 5.1 or 5.2.

Locate the printer driver build number by right-clicking on the Xerox Document Centre printer icon, then select **Properties**. Click the About tab to determine which version is currently installed.

Windows NT 4.0 PostScript Printer Driver	CentreWare Version				
	5.2	5.1	4.1 SP2	4.1 SP1	3.2
DC 220/230/332/340 PS	2.02.0x	2.00.26	2.00.09	2.00.06	1.06.00
DC 240/255/265 PS	2.02.0x	2.00.19	1.02.05	1.00.19	N/A*
	* NOTE: Version 1.00.14 was available in a limited release of CentreWare 4.1.				

Table 8-5: Windows NT 4.0 Printer Driver Versions

Upgrade Procedure 1

These steps allow you to upgrade DC 220/230/332/340 and DC 240/255/265 PostScript print/fax drivers on all Windows NT client/server print servers. They also allow you to upgrade any NT workstations or stand-alone servers that access the printer through means other than a Windows NT print server (e.g., via local LPT, COM, LPR, or Novell NetWare ports).

This procedure may restore some of the DC 220/230/332/340 printer driver configuration settings to factory default settings. Ensure that you record your original configuration settings so that you can restore them after the upgrade.

NOTE: If your printer is shared via an NT server, you must also follow the procedure *Upgrading Remaining Clients* on page 8-14.

Upgrading With a Reboot

► **To upgrade the Windows NT 4.0 PostScript printer drivers for DC 220/230/332/340 and DC 240/255/265:**

- 1 Log on as an Administrator.
- 2 Select **Start > Settings > Printers** and right-click the icon for the Document Centre that you want to update.
- 3 Select **Properties**.
- 4 On the General tab, click **New Driver**. Click **Yes** on the Printer message screen to continue.
- 5 The Add Printer Wizard dialog opens. Click **Have Disk**.
- 6 Click **Browse** to locate your installation files.
- 7 Locate the directory folder for your Document Centre/operating system.
- 8 Select the appropriate Document Centre PostScript printer driver installation file. See Table 8-3 on page 8-5 for the correct installation file names.
- 9 Click **Open**.

- 10 Verify that you have selected the correct path on the Install From Disk dialog, and click **OK**.
- 11 Ensure that the proper printer driver name is selected in the Add Printer Wizard dialog. Click **OK**.
- 12 Select **Replace existing driver**, and click **OK**.

NOTE: If you do not want to reboot the server/workstation at this point, continue with the steps in *Completing the Upgrade Without a Reboot* on page 8-13.

- 13 Reboot the workstation to load the updated printer driver files into memory.
- 14 Select **Start > Settings > Printers** and right-click the icon for the Document Centre that you want to update.
- 15 Select **Document Defaults**.
- 16 Review the Document Default settings and adjust, or you can select **Default All** to restore all the settings to their factory default values.
- 17 Repeat for all workstations or servers that are printing directly to the Document Centre.

Completing the Upgrade Without a Reboot

The following procedure explains how to complete the upgrade without rebooting the machine. You do this by removing the cached kernel mode component from the memory. You can only do these steps if you are using the PostScript printer driver.

NOTE: In some instances you may have to reboot.

► **To complete the upgrade without rebooting:**

- 1 Locate the *X65PSK.DLL* file (DC 240/255/265) or *X32PSK.DLL* (DC 220/230/332/340) in %SystemRoot%\system32\spool\drivers\w32x86\2, where %SystemRoot% is your Windows NT installation directory for example, C:\WINNT. Rename it to *X65PSK.NEW* for the DC 240/255/265; rename it to *X32PSK.NEW* for the DC 220/230/332/340.

Open Notepad and attempt to print a document to a printer using the newly installed printer driver. An error message appears indicating that the printer cannot be accessed. Select **OK**. The kernel mode component is removed from the memory.

- 2 Rename the file back to *X65PSK.DLL* or *X32PSK.DLL*. Attempt to print again. This time the printing will complete without any problems as the new kernel mode component is being used.
- 3 Review the Document Default settings and adjust, or you can select **Default All** to restore all the settings to their factory default values.
- 4 Repeat for all workstations or servers that are printing directly to the Document Centre.

Upgrading Remaining Clients

Once the updated printer driver has been installed on the server, follow this procedure to upgrade the remaining client workstations.

► **To upgrade remaining client workstations:**

- 1 Log in as a user (non-administrator).
- 2 Select **Start > Settings > Printers**.
- 3 Wait for all disk activity to cease.
- 4 Reboot the workstation to affect the changes.

Upgrade Procedure 2

These steps allow you to upgrade Document Centre 220/230 PostScript printer driver versions prior to 4.1 SP2 on all Windows NT client/server print servers. They also allow you to upgrade any NT workstations or stand-alone servers that access the printer through means other than a Windows NT print server (e.g., via local LPT, COM, LPR, or Novell NetWareTM ports).

NOTE: This procedure restores the DC 220/230 printer driver configuration settings to factory default settings. Ensure that you record your original configuration settings so that you can restore them after the upgrade.

► To upgrade the Windows NT 4.0 PostScript printer drivers for DC 220/230:

- 1 Log on as an Administrator.
- 2 Select **Start > Settings > Printers** and right-click the icon for the Document Centre that you want to update.
- 3 Select **Document Defaults**. Record the settings in your printer driver, so that you can restore them later in this procedure.
- 4 Right-click on the Document Centre icon and select **Properties**.
- 5 Within the General tab, select the following:
 - a) **New Driver**
 - b) **Yes** to confirm the upgrade.
 - c) **Have Disk**
- 6 Browse to the installation directory and select the Document Centre PostScript printer driver installation file. See Table 8-3 on page 8-5 for the appropriate installation file name.

- 7 Follow the Add Printer Wizard to complete installation. If prompted to replace or keep the existing driver, always select **Replace** before continuing.
- 8 Select the DC 220/230 PostScript printer driver.
- 9 Reboot the machine.
- 10 Select **Start > Settings > Printers** and right-click the icon for the Document Centre.
- 11 Select **Document Defaults**.
- 12 Select **Default All**.
- 13 Configure the Document Defaults settings as desired by restoring any previous configuration settings which you have recorded.
- 14 Select **OK**.
- 15 See *Upgrading Remaining Clients* on page 8-14 to finish the upgrade.

Windows 2000 Printer Driver Installation

The Windows 2000 printer drivers are located in the **win2k** subdirectory within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD.

CentreWare Driver (Windows 2000)	Driver Type	Subdirectory	Installation File Name
All models	PostScript	\win2k	xerox.inf

Table 8-6: Windows 2000 Printer Drivers

NOTE: Install Windows 2000 printer drivers as separate printers. To avoid printing conflicts, do not associate them with Windows NT 4.0 PostScript printers.

Client/Server First-time Installations

► To install Windows 2000 printer drivers:

- 1 If you are installing from CD, the Network Services AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start > Settings > Printers**. Double-click **Add Printer** to launch the Wizard.

- 2 The Add Printer Wizard opens. Click **Next**.
- 3 Select **Network Printer** and click **Next**.

- 4 Type the name of the Document Centre or click **Next** to browse and locate it.
- 5 Select the Document Centre from the Shared Printers tree and click **Next**.
- 6 Click **OK**, if a message prompts that the required printer driver is not installed on the selected Document Centre.
- 7 Click **Have Disk**.
- 8 Browse to the location of the printer driver and select the XEROX file. Click **Open**.
- 9 Verify the path and click **OK**.
- 10 Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **OK**.

NOTE: PostScript Drivers are identified in the list by the Document Centre model followed by PS, for example Document Centre 440 PS. PCL printer drivers are identified in the listing by the Document Centre model only, for example Document Centre 440.

- 11 If the Microsoft Digital Signature dialog appears, click **Yes** to continue.
- 12 Specify if you want this Document Centre to be your default printer. Click **Next**.
- 13 Click **Finish**. The printer driver installation is complete.
- 14 Xerox Advanced Windows Services is required software which sends faxing and accounting information to the print server. Locate the Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click. Click **Install** to perform the installation.

Refer to *Accessing Printer Driver Options* on page 9-3 for information on using the drivers.

NOTE: You can also install the printer drivers by accessing the desired Document Centre through My Network Places and double-clicking the Document Centre icon. At the prompt, select to install the printer driver. The files for the selected Document Centre are automatically downloaded to your workstation.

Client-Direct-to-Printer First-time Installations

- 1 If you are installing from CD, the Network Services AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.
- OR -
If you are not installing from CD, use the Microsoft Add Printer Wizard to install. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start > Settings > Printers**. Double-click **Add Printer** to launch the Wizard.
- 2 The Add Printer Wizard opens. Click **Next**.
- 3 Select **Local Printer** and click **Next**.
- 4 Select or create a port.
- 5 Click **Have Disk** and click **Next**.
- 6 Browse to the location of the printer driver and select the XEROX file. Click **Open**.
- 7 Verify the path and click **OK**.
- 8 Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **Next**.

NOTE: PostScript Drivers are identified in the list by the Document Centre model followed by PS, for example Document Centre 440 PS. PCL printer drivers are identified in the listing by the Document Centre model only, for example Document Centre 440.

- 9 Accept the printer name or rename it. Then, specify if you want this Document Centre to be your default printer. Click **Next**.
- 10 Select if you want this Document Centre to be shared with other users. Click **Next**.
- 11 Specify if you want to print a test page. Click **Next**.
- 12 Click **Finish**. The printer driver installation is complete.
- 13 Refer to *Accessing Printer Driver Options* on page 9-3 for information on using the drivers.
- 14 Xerox Advanced Windows Services is required software which sends faxing and accounting information to the print server. Locate Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click. Click **Install** to perform the installation.

Windows 2000 Printer Drivers Upgrade

This procedure explains upgrading the printer drivers in Windows 2000.

NOTE: Do not use the **Update** button on the Drivers tab of the Server Properties page to upgrade the Windows 2000 printer drivers.

Upgrading the Server

- 1 Click **Start > Settings > Printers**.
- 2 Right-click the printer that you want to upgrade and select **Properties**.
- 3 Select the **Advanced** tab.
- 4 Click **New Driver**. The Add Printer Wizard opens.
- 5 Click **Next**.
- 6 Click **Have Disk**.
- 7 Browse to the location of the printer driver and select the XEROX file. Click **Open**.
- 8 Verify the path and click **OK**.
- 9 Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **Next**.
- 10 Click **Finish**.
- 11 If the Microsoft Digital Signature dialog appears, click **Yes** to continue.
The printer driver installation is complete.

Upgrading the Client

Once the updated printer driver has been upgraded on the server, follow this procedure to upgrade the client workstations.

► To upgrade remaining client workstations:

- 1 Log in as a user (non-Administrator).
- 2 Select **Start > Settings > Printers**.
- 3 Wait for all disk activity to cease.
Reboot the workstation to affect the changes.

Document Centre PPD Files

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

Xerox provides custom PPDs for all of the Document Centres models. Install and use the appropriate PPD file with any application that supports PPD printing.

Four different PPD files are provided for the Document Centres:

- PostScript 2 (PS/2) for DC 220/230/332/340 and DC255/265
- PostScript 3 (PS/3) for DC 420/432/440 and DC 45x/46x/47x/48x
- DocuTech PostScript 2 (PS/2) for DC255/265
- DocuTech PostScript 3 (PS/3) for DC 45x/46x/47x/48x

NOTE: Not all PPD files are available for all Document Centre models. Check the tables within this chapter, the Print and Fax Services CD, or the Document Centre configuration report for the PPDs that are available for your specific Document Centre.

PostScript 2 and PostScript 3

PostScript 2 support is provided by the PS/2 PPDs, while support for the newer PostScript 3 interpreter is provided by the PS/3 PPDs. The PS/2 and the PS/3 PPD files each have different advantages. The PS/2 PPD works with both PostScript 2 and PostScript 3 devices; it should be used in networks where there may be both PS/2 and PS/3 machines. The PS/3 PPD is intended for the advanced user generating his or her own PostScript; it supports some additional embedded fonts and offers better performance.

Check your printer's Configuration Report to determine whether your Document Centre supports PostScript Level 2 or 3. Or, if the Conductor is installed, you can access this information remotely by clicking **Properties** on the Printer Monitor and selecting the Configuration tab.

DocuTech 135 Print Emulation PPD

For Document Centres 240/255/265 and 45x/46x/47x/48x, a PPD is provided which enables DocuTech 135 print emulation. This PPD automatically adjusts various print quality and layout settings, such as halftone screen (85 dpi at 45 degrees), margins (none), and resolution (600x600x1), to provide print quality and page layout that is similar to a Xerox DocuTech 135 Networked and Production Publisher system.

Document Centre 220/230/332/340 PPD Options

The Windows PPD files for the DC 220/230/332/340 models are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD. The following table shows the location of the PPD installation file for the DC 220/230/332/340 models.

PPD Type	Subdirectory	Installation File Name
PS/2	\DC340_DC332_DC230_DC220	xr_dc340.ppd
PS/2 (Windows 2000)	\Win2k	xrdc220.ppd xrdc230.ppd xrdc332.ppd xrdc340.ppd

Table 8-7: PPD Installation Files for DC 220/230/332/340

Document Centre 420/432/440 PPD Options

The Windows PPD files for the DC 420/432/440 models are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD. The following table shows the location of the PPD installation file for the DC 420/432/440 models.

PPD Type	Subdirectory	Installation File Name
PS/3	\DC440_DC432_DC420	xr_dc440.ppd
PS/3 (Windows 2000)	\Win2k	xrdc420.ppd xrdc432.ppd xrdc440.ppd

Table 8-8: PPD Installation File for DC 420/432/440

Document Centre 240/255/265 PPD Options

These PPD files are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD. PS/2 and PS/3 PPD files are uniquely named and placed in separate directories.

PPD Type	Subdirectory	Installation File Name
Generic PS/2	\DC265_DC255_DC240 \Adb_ppd\Ps2	Xr_dc265.ppd
DocuTech PS/2	\DC265_DC255_DC240 \Adb_ppd\Ps2	Xrdc265d.ppd
Generic PS/3	\DC265_DC255_DC240 \Adb_ppd\Ps3	Xr265ps3.ppd
PS/3 (Windows 2000)	\Win2k	xrdc240.ppd xrdc255.ppd xrdc265.ppd
DocuTech PS/3	\DC265_DC255_DC240 \Adb_ppd\Ps3	Xr265dt3.ppd
DocuTech PS/3 (Windows 2000)	\Win2k	xrdc265d.ppd

Table 8-9: PPD Installation Files for DC 240/255/265

NOTE: Refer to your application software documentation for specific information on the placement of the PPD file during installation.

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

These PPD files are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Network Print and Fax Services CD.

PPD Type	Subdirectory	Installation File Name
Generic PS/3	\DC48x_DC47x_DC46x_DC45x	Xr48xps3.ppd
PS/3 (Windows 2000)	\Win2k	xrdc_4x.ppd
DocuTech PS/3	\DC48x_DC47x_DC46x_DC45x	Xr48xd3.ppd
DocuTech PS/3 (Windows 2000)	\Win2k	xrdc_4xd.ppd

Table 8-10: PPD Installation Files for DC 45x/46x/47x/48x

NOTE: Refer to your application software documentation for specific information on the placement of the PPD file during installation.

Uninstalling Windows Printer Drivers

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

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

► To uninstall the Windows 95/98 printer drivers:

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

NOTE: Windows NT 4.0 drivers require a special uninstall and update procedure. See *Windows NT 4.0 PostScript Printer Drivers Upgrade* on page 8-10 for detailed instructions.

► To uninstall the Windows 2000 printer drivers:

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



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 9-10 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 9-3 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 5-8.

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 9-3 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 9-3 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 9-36 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 9-3 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 6-1.

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. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 9-36 for information on installing Xerox Advanced Windows Services.

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.

► To configure Faxing for NetWare networks:

- 1 Ensure that the latest CentreWare 5.2 NT 4.0 printer driver is installed. See *Windows NT 4.0 Printer Driver Installation* on page 8-5 for information.
- 2 Locate the Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click.
- 3 Click **Install** to perform the installation.



Installing Macintosh Printer Drivers

The CentreWare Network Print and Fax Services CD contains a variety of custom printer driver and PostScript Printer Description (PPD) file combinations which support printing to a Document Centre from a Macintosh workstation.

This chapter explains the procedure that you use for installing the Document Centre printer driver in Macintosh environments.

Workstation Requirements

The minimum hardware requirements for the Macintosh printer drivers are:

- 4 MB of memory

NOTE: The CentreWare Macintosh Printer Drivers will not operate on workstations that have 68 K of memory.

- 2 MB of hard disk space
- CD-ROM drive or access to a network

The following table shows the CentreWare 5.2 printer drivers which are compatible in specific Macintosh environments:

Document Centre Printer Driver/ PPDs	Macintosh Operating Systems
DC 220/230/332/340 PostScript	OS 7.6 to 8.6
DC 240/255/265 PostScript	OS 7.6 to 8.6
DC 420/432/440 PostScript	OS 7.6 to 9.0
DC 45x/46x/47x/48x PostScript	OS 7.6 to 9.0
DC (all models) Custom	OS 7.6 to 8.6
DC (all models) Generic PPD	OS 7.6 to 9.0
DC (all models) Custom PPD	OS 7.6 to 8.6

Table 10-1: Macintosh PPD Files

Understanding the Printer Driver Options

PostScript Printer Description (PPD)

A PostScript Printer Description (PPD) file is a readable text file that provides a uniform approach for specifying special features for printer drivers that interpret PostScript. The PPD does not support all of the special features of the Xerox Document Centres, but can be used to enable all basic features and many advanced PostScript printing capabilities. Install and use the appropriate PPD file with any application that supports PPD printing.

Xerox Custom Printer Driver and PPD

A custom printer driver/custom PPD is available for each supported Document Centre. Using these printer drivers and PPDs enable you to take full advantage of the custom print options available for your Document Centre. When you install the custom printer driver on a workstation, the custom PPD is also installed.

Many Macintosh users need to install only the custom printer driver/custom PPD.

NOTE: The CentreWare 5.2 Macintosh custom printer driver is not supported on Macintosh operating systems higher than OS 8.6.

Generic PPD

A generic PPD is also available for each Document Centre. The generic PPDs are designed for use with Adobe PostScript 8.x printer drivers or with the Apple LaserWriter 8.x printer drivers. The generic PPDs support limited print options, such as stapling, duplexing, adjusting image quality, and resolution. They do not enable you to specify some special print options.

The generic PPDs should only be used in combination with Adobe PostScript 8.x printer drivers or the Apple LaserWriter 8.x printer drivers.

DocuTech 135 Print Emulation PPD

A second PPD is available for Document Centres 240/255/265 and 45x/46x/47x/48x users; it enables DocuTech 135 print emulation. This PPD automatically adjusts various print quality and layout settings, such as halftone screen (85 dpi at 45 degrees), margins (none), and resolution (600x600x1), to provide print quality and page layout that is similar to a Xerox DocuTech 135 Networked and Production Publisher system.

Macintosh Printer Driver Installation

The installer program has three different installation options which include:

- custom printer driver and custom PPD.
- generic PPD only.
- custom printer driver, custom PPD and generic PPD.

The following table lists the custom Macintosh printer driver installation file for each Document Centre. The Macintosh printer drivers are located in separate folders within the DRIVERS\MAC folder on the CentreWare Network Print and Fax Services CD.

Document Centre Model	Printer Driver Folder	Installation File Name
DC 220/230/332/340	DC340_DC332_DC230 _DC220	Xdc340
DC 240/255/265	DC265_DC255_DC240	Xdc265
DC 420/432/440	DC440_DC432_DC420	Xdc440
DC 45x/46x/47x/48x	DC48x_DC47x_DC46x _DC45x	Xdc48x

Table 10-2: Macintosh Printer Driver Installation Files

NOTE: The installation program automatically uninstalls previous versions of Macintosh printer drivers on your workstation. You may also uninstall these printer drivers manually. For more information, refer to *Uninstalling Macintosh Printer Drivers and PPDs* on page 10-14.

Locating the Macintosh Printer Driver Installation File

NOTE: To ensure that none of the files that the printer driver needs to access are locked, restart the Macintosh with the *Extensions Disabled*. Hold down the Shift key while booting, until the Macintosh start-up screen reports that *Extensions are Disabled*.

- Ensure that the printer driver installation file that you want to install is available either locally or on a mounted network drive.
- If you are installing from CD-ROM, double-click the CD icon when it is displayed on your desktop. Locate the folder for your Document Centre within the Mac folder. The installation file for your Document Centre is contained in the DCxxx folder, where xxx is the Document Centre model. Refer to *Table 10-2 Macintosh Printer Driver Installation Files* above for the appropriate installation file name.

NOTE: You can also download the printer driver installation file to your workstation from the Xerox CentreWare website at www.centroware.com.

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

► To install the Macintosh Custom Printer Driver and PPD:

- 1 Double-click the Xerox printer install icon. An introduction screen is displayed.
- 2 Click **Continue** to begin the installation.
- 3 Click **Agree** to accept the licensing terms.
- 4 Select the type of install from the list.
- 5 Click **Install** to perform the installation. You are prompted that your workstation may need to be restarted after installation.
- 6 Click **Yes** to continue. The installation automatically runs to completion.
- 7 Click **Quit** or **Continue**. Continue performs another installation.
- 8 Optionally, click **Restart**, which appears if you need to restart your workstation.

The custom printer driver and PPD installation is complete. Continue with *Setting Up and Configuring Xerox Custom PPDs* on page 10-8.

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

This procedure installs the DocuTech 135 Generic PPD in addition to the Custom PPD. The setup for the DocuTech 135 generic PPD is explained in *Installing and Configuring Other PPDs* on page 10-9.

► To install the Macintosh Custom Printer Driver and PPD:

- 1 Double-click the Xerox printer install icon. An introduction screen is displayed.
- 2 Click **Continue** to begin the installation.
- 3 Click **Agree** to accept the licensing terms.
- 4 Select **Custom Driver and Custom PPD Installation**.
- 5 Click **Install** to install the Xerox custom printer driver and custom PPD. A message prompts that your system may need to be restarted after installation.
- 6 Click **Yes** to continue. The installation automatically runs to completion.
- 7 Click **Quit** or **Continue**. Continue performs another installation.
- 8 Optionally, click **Restart**, which appears if you need to restart your workstation.

The custom printer driver and custom PPD installation is complete. Continue with *Setting Up and Configuring Xerox Custom PPDs* on page 10-8.

Setting Up and Configuring Xerox Custom PPDs

The custom printer driver installation automatically installs a custom PPD file in the Printer Descriptions folder. Follow the procedures below to associate the custom printer driver and custom PPD with the Document Centre, and to configure the PPD file.

► To set up and configure custom PPDs:

- 1 In the Apple Chooser, select the Xerox Document Centre printer driver as well as the appropriate AppleTalk zone. If your computer is connected to a network with only one zone, there will not be any zones available.
- 2 In the Select a PostScript Printer list, select the AppleTalk name for the Document Centre that you wish to use.
- 3 Click **Create**. Select the PPD for your Document Centre model.
- 4 Click **Select**. A new printer icon appears on the desktop.
- 5 Click **Setup** and the Setup dialog appears.
- 6 Click **Configure**.
- 7 Set the Installable Options (such as Duplex Unit and LAN Fax) that are available with your Document Centre. Select **Installed** to indicate the option is available.
- 8 Scroll down to the **System Configuration** drop down list. Select the correct Document Centre model.
- 9 Click **OK** twice to confirm the selections and exit to the Chooser.
- 10 Close the Chooser. A message may appear prompting that you have changed your current printer. Click **OK**.

The Macintosh custom printer driver and custom PPD installation and setup is complete. The Xerox custom printer driver is set as the default.

Installing and Configuring Other PPDs

PostScript 2 and PostScript 3 PPD

PostScript 2 support is provided by the PS/2 PPDs, while support for the newer PostScript 3 interpreter is provided by the PS/3 PPDs. The PS/2 and the PS/3 PPD files each have different advantages. The PS/2 PPD works with both PostScript 2 and PostScript 3 devices; it should be used in networks where there may be both PS/2 and PS/3 machines. The PS/3 PPD is intended for the advanced user generating his or her own PostScript; it supports some additional embedded fonts and offers better performance.

Check your Document Centre Configuration Report to determine whether your Document Centre supports PostScript Level 2 or 3.

Generic and Docutech 135 Emulation PPD

The Generic PPDs can be installed and used for printing with Apple LaserWriter printer drivers or Adobe PostScript printer drivers. The Docutech 135 Emulation PPDs are only available for the Document Centre 240/255/265 and 45x/46x/47x/48x.

The following table lists the Macintosh Generic PPD and Docutech 135 Emulation PPD files for the DC 220/230/332/340, 420/432/440, 240/255/265 and 45x/46x/47x/48x. The PPD files are located in separate folders within the DRIVERS\MAC folder on the CentreWare Network Print and Fax Services CD.

Document Centre	Folder	Installation File Name	File Type
DC 220/230/332/340	DC340_DC332_ DC230_DC220	xr_dc340.ppd	Generic PPD
DC 240/255/265	DC265_DC255_ DC240\Adb_ppd\Ps2	Xr_dc265.ppd	Generic PS/2
	DC265_DC255_ DC240\Adb_ppd\Ps2	Xrdc265d.ppd	DocuTech PS/2
	DC265_DC255_ DC240\Adb_ppd\Ps3	Xr265ps3.ppd	Generic PS/3
	DC265_DC255_ DC240\Adb_ppd\Ps3	Xr265dt3.ppd	DocuTech PS/3
DC 420/432/440	DC440_DC432_ DC420	xr_dc440.ppd	Generic PPD
DC 45x/46x/47x/48x	DC48x_DC47x_ DC46x_DC45x	xr48xps3.ppd	Generic PostScript3 PPD
	DC48x_DC47x_ DC46x_DC45x	xr48xdt3.ppd	Docutech PostScript 3 PPD

Table 10-3: Macintosh PPD Files

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

► To install the Generic PPD:

- 1 Ensure that the PPD file you want to install is available either locally or on a mounted network drive.

NOTE: You can also download the PPD file to your workstation from the Xerox CentreWare website at www.centroware.com.

- 2 Copy the PPD for your Document Centre into the System Folder\Extensions\Printer Descriptions folder.

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

► To install the Generic PPD and DocuTech 135 PPDs:

- 1 Browse the folder that contains the printer driver installation icons.
- 2 Double-click the Xerox printer install icon. An introduction screen is displayed.
- 3 Click **Continue** to begin the installation.
- 4 Click **Agree** to accept the licensing terms.
- 5 Select **Generic PPD Installation**.
- 6 Click **Install** to install the Xerox Generic PPD. A prompt reminds you that your system may need to restart after installation.
- 7 Click **Yes** to continue.
The installation automatically runs to completion.
- 8 Click **Quit** or **Continue**. Continue will perform another installation.
- 9 The Generic PPD and DocuTech 135 PPD installation is complete. The Generic PPD is available for your Adobe PostScript printer driver and your Apple LaserWriter printer driver.

Configuring the Generic PPDs

► To configure the Generic PPDs:

NOTE: Do not use the generic PPDs with the Document Centre Custom printer drivers.

- 1 In the Apple Chooser, select the LaserWriter 8 printer driver or the Adobe PS printer driver as well as the appropriate AppleTalk zone (if your computer is connected to a network with only one zone, there will not be any zones available).
- 2 In the Select a PostScript Printer list, select the AppleTalk name for the Document Centre that you wish to use.
- 3 Click **Create** and select the generic PPD for your Document Centre model.
- 4 Click **Select**. A printer appears on the desktop.
- 5 Click **Setup** and the Setup dialog appears.
- 6 Click **Configure**.
- 7 Set the Installable Options (such as Duplex Unit and LAN Fax) that come with your Document Centre. Select **Installed** to indicate the option is available.
- 8 Scroll down to the System Configuration drop down list. Select the correct Document Centre model.
- 9 Click **OK** twice to confirm the selections and exit to the Chooser.
- 10 Close the Chooser. A message may appear prompting that you have changed your current printer. Click **OK**.
- 11 Restart your workstation.

The generic PPD setup is complete.

Configuring the DocuTech 135 PPD

NOTE: This procedure is for the Document Centre 240/255/265 and 45x/46x/47x/48x only.

► **To configure the DocuTech 135 PPD:**

- 1 Perform steps 1 - 2 in the procedure *Configuring the Generic PPDs* on page 10-12.
- 2 Select the DocuTech generic PPD for your Document Centre.
- 3 Perform the rest of the steps (4 - 11) in the procedure *Configuring the Generic PPDs* on page 10-12. The DocuTech 135 PPD setup is complete.

Uninstalling Macintosh Printer Drivers and PPDs

To manually uninstall the printer drivers and PPDs, follow the procedures below. Begin with step 4 to uninstall PPDs only.

► To uninstall the Macintosh printer drivers:

- 1 Select **Chooser** from the Apple menu and ensure that the print driver you want to delete is not the default driver.
- 2 Drag the desktop icons for the printers that you want to delete to the Trash.
- 3 Open the System folder and double-click **Extensions**. Locate the printer or fax driver for your Document Centre.
 - Xerox DC220-340 (for DC 220/230 or DC 332/340)
 - Xerox DC220-340 Fax (for DC 220/230 or DC 332/340)
 - Xerox DC240-265 (for DC 240/255/265)

Select the corresponding files for the printer driver that you want to remove and drag them to the Trash. A message appears warning that moving the chooser extension out of the Extensions folder will cause all of the desktop printers created with it to become inactive. Click **OK** to continue.

- 4 Open the **Printer Descriptions** folder and remove the PPD and any driver plug-in files for your Document Centre.
 - DC220/230/332/340 Xerox (driver PPD)
 - DC220/340-Xjector (driver plug-in)
 - DC240/255/265 Xerox (driver PPD)
 - DC240/255/265 Xerox DocuTech (driver PPD)
 - DC240/255/265 Xerox DocuTech PS3 (driver PPD)
 - DC240/265-Xjector (driver plug-in)
 - XR_DC230.PPD (Generic PPD)
 - XRDC265D.PPD (DocuTech PPD)
 - XR265DT3.PPD (DocuTech PS3 PPD)
 - XR265PS3.PPD (PS3 PPD)
 - XR_DC265.PPD (PS2 generic PPD)
- 5 Remove the following Preferences files from **System Folder \ Preferences**.
 - DC220-340 Fax Log Prefs
 - DC220-340 Fax Prefs
- 6 Remove the following files from **System Folder \ Preferences \ Printing Prefs**.
 - Xerox DC220-340 Prefs
 - Xerox DC240-265 Prefs
- 7 Remove the following files from **System Folder \ Preferences \ Printing Prefs \ Parsed PPD**.
 - DC220/230/332/340 Xerox
 - DC240/255/265 Xerox
 - DC240/255/265 Xerox DocuTech
 - XR_DC230.PPD (Generic)
 - XR_DC265.PPD (Generic)
 - XRDC265D.PPD (DocuTech)
- 8 Restart the Macintosh.

The Macintosh driver uninstallation is complete.



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**.

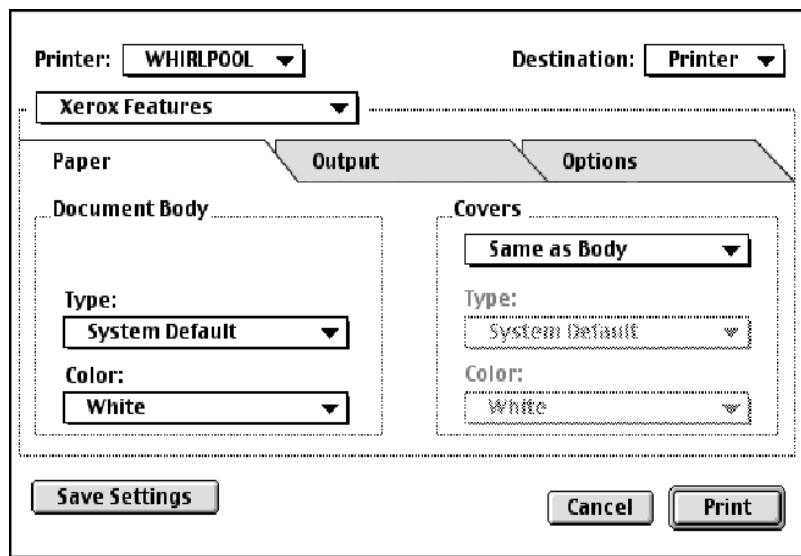


Figure 11-1: Xerox Features Dialog

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 11-5 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 11-17 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.

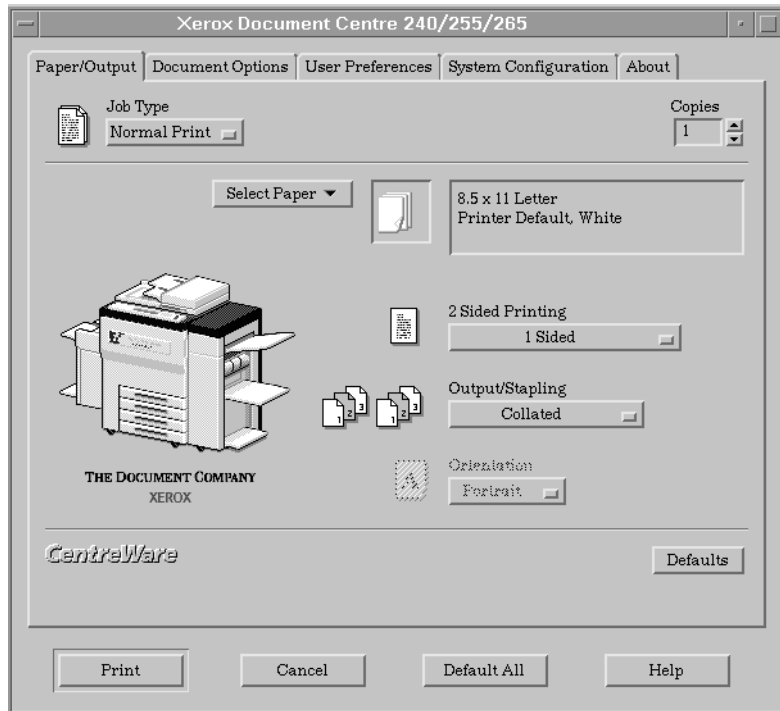


Figure 12-1: DCPR Graphical Interface

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 12-5.

► 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 12-1: 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 NOTE: 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: () : ' . / \ - = ~ ! @ # \$ % ^ & * _ NOTE: 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: () : ' . / \ - = ~ ! @ # \$ % ^ & * _ NOTE: A quote is required if a space is used in the User ID, for example "abc 123".

**Table 12-1: 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 NOTE: 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 12-2: 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 NOTE: 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: () : ' . / \ - = ~ ! @ # \$ % ^ & * _ NOTE: A quote is required if a space is used in the Account ID, for example "abc 123".

**Table 12-2: 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: () : ' . / \ - = ~ ! @ # \$ % ^ & * _</p> <p>NOTE: A quote is required if a space is used in the User ID, for example "abc 123".</p>

**Table 12-2: 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.

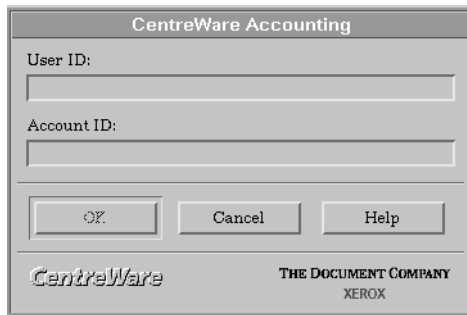
A screenshot of a software dialog box titled "CentreWare Accounting". It contains two input fields: "User ID:" and "Account ID:". Below these fields are three buttons: "OK", "Cancel", and "Help". At the bottom of the dialog, the "CentreWare" logo is on the left, and "THE DOCUMENT COMPANY" and "XEROX" are on the right.

Figure 12-2: 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 12-13.

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**.

The image shows a 'Fax Setup' dialog box with a tabbed interface. The 'Fax Setup' tab is selected, showing two main sections: 'Recipients' and 'Phonebook'. The 'Recipients' section has a table with columns 'Name' and 'Fax #'. The 'Phonebook' section has a table with columns 'Name' and 'Fax #', and a 'New Group...' button. There are also buttons for '< - Hide Phonebook', 'Open ...', 'New ...', and 'New Group ...'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons. A 'Scheduled' checkbox and a 'Send Time' field are also present.

Name	Fax #

Name	Fax #
John Doe	555-1234
[Everyone]	

☐ Scheduled Send Time: 12 : 00 AM

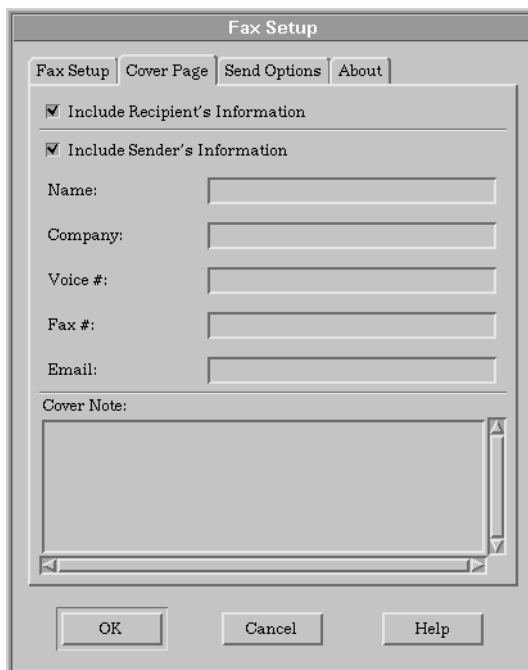
OK Cancel Help

Figure 12-3: 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 12-4: 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.

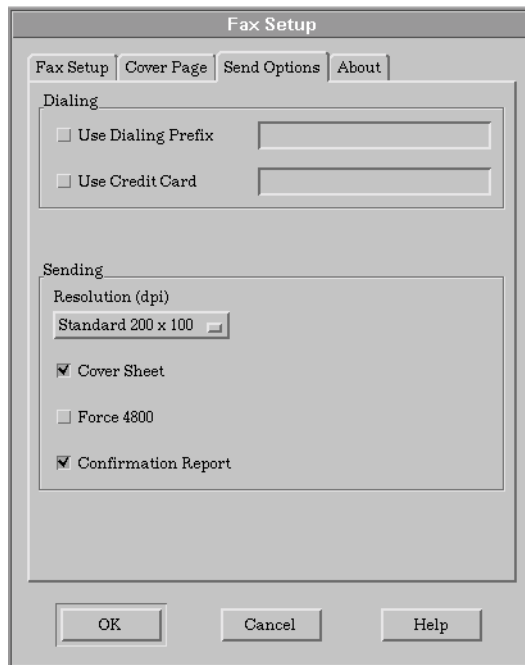


Figure 12-5: Send Options

- 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.

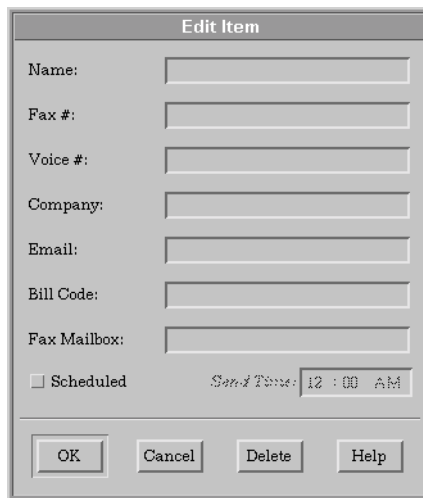


Figure 12-6: Edit Item

- 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**.

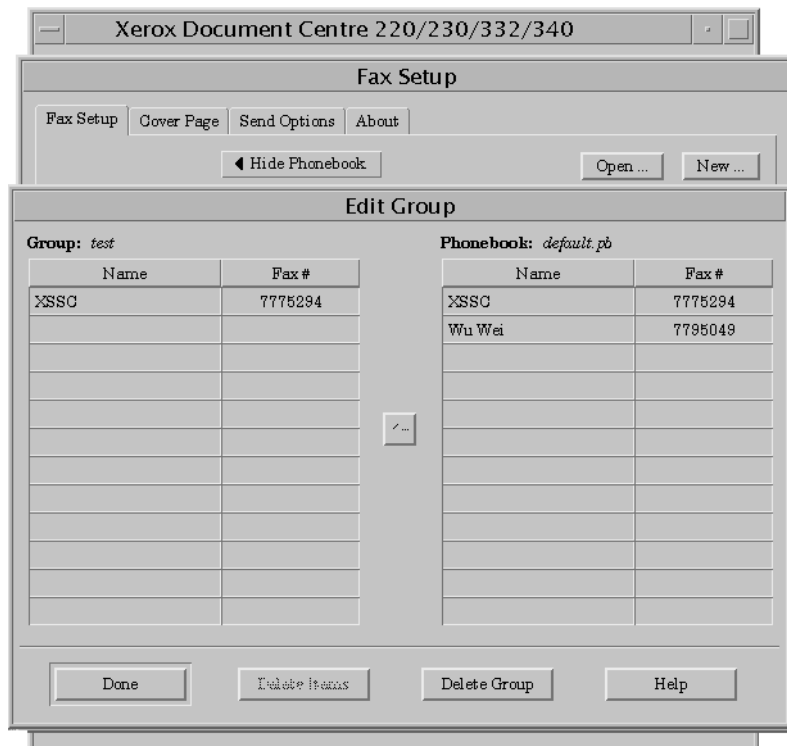


Figure 12-7: Edit Group

Creating a Fax Phonebook

► To create a new Phonebook file:

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

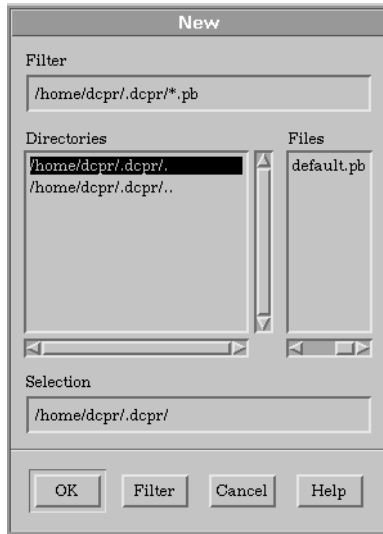


Figure 12-8: New Phonebook File

- 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.

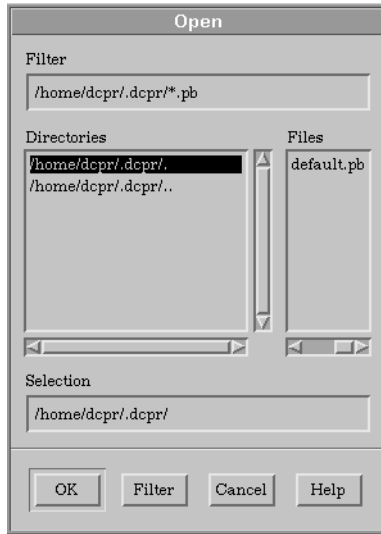


Figure 12-9: Open Phonebook File

- 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**.



Installing UNIX DCPR

DCPR is a UNIX filter which provides users with a variety of options for submitting print jobs in Solaris, HP-UX and AIX environments. DCPR is designed to install and run in a variety of network environments. It can be installed in a shared area on the network or on each user's workstation.

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

By itself, DCPR reads PostScript data from stdin or input files, modifies it according to your selections, writes it to stdout or temporary files, and optionally invokes the system print command to print the files. When used in conjunction with an ASCII-to-PostScript convertor, DCPR can print text files. DCPR works with any ASCII-to-PostScript convertor, but a compiled version of the *a2ps convertor* is included on the CentreWare CD for your convenience.

DCPR operates in both GUI (Graphical User Interface) and command line mode to accommodate individual user preferences.

Workstation Requirements

The hardware and software requirements for each supported Unix operating system are:

Operating System	Hardware and Software Requirements
Solaris	<ul style="list-style-type: none">• Sun Sparc workstation with access to a CD-ROM drive, Solaris 2.4 or higher• X Windows System version 11, Release 5 or higher (for GUI mode)• OpenWindows version 3.0 or higher• CDE 1.0 or higher, Motif window manager• 20 MB of disk space
HP-UX	<ul style="list-style-type: none">• HP-UX workstation with access to a CD-ROM drive; HP-UX 10.20 or higher• X Windows System version 11, Release 5 or higher (for GUI mode)• CDE 1.0 or higher, Motif window manager• 20 MB of disk space
IBM-AIX	<ul style="list-style-type: none">• Sun Sparc workstation with access to a CD-ROM drive; IBM-AIX 4.2.1 or higher• X Windows System version 11, Release 5 or higher (for GUI mode)• CDE 1.0 or higher, Motif window manager• 20 MB of disk space
SunOS	<ul style="list-style-type: none">• Not Supported

Table 13-1: Unix Hardware and Software Requirements

NOTE: You may require twice the amount of disk space for temporary files during installation.

Installing DCPR

The procedures outlined in this section are provided as examples only. The actual installation and setup is dependent on the configuration of your particular UNIX environment. These instructions assume that you are a System Administrator or an Advanced User.

NOTE: Root access is *not required* to install DCPR unless you are installing to a protected area, such as /opt. Because the example below involves installing to a protected area, logging on with root access is included in the procedure.

The examples in this chapter contain some commands that do not fit on one line of printed text. In these cases, we show the continuation of a command to the next line with a \. The \ may or may not be preceded by a space, depending on syntax requirements.

► To install DCPR:

- 1 Login to the workstation with root access.
- 2 Insert the CentreWare Network Print and Fax Services CD in the appropriate drive and mount the CD. Use the examples below or refer to your System Administration documentation for specific procedures on how to mount a CD in your operating environment.

In a Solaris 2.x environment on a system configured for automounting, type the following command to ensure the CD was mounted properly:

```
volcheck
```

The CD is now mounted at /cdrom.

- 3 Change to the intended installation directory. If you are installing to /opt, type:

```
cd /opt
```

- 4 Copy the DCPR distribution files to the installation directory:

For AIX, type:

```
cp <distribution_dir>/dcrp.aix.tar.gz
```

For HP-UX, type:

```
cp <distribution_dir>/dcrp.hpux.tar.gz
```

For Solaris 2.x Sparc, type:

```
cp <distribution_dir>/dcrp.solaris.tar.gz
```

- 5 Unzip and then untar the DCPR distribution files.

For AIX, type:

```
gunzip -c dcrp.aix.tar.gz | tar xvf -
```

For HP-UX, type:

```
gunzip -c dcrp.hpux.tar.gz | tar xvf -
```

For Solaris 2.x Sparc, type:

```
gunzip -c dcrp.solaris.tar.gz | tar xvf -
```

- 6 Type the following to install DCPR:

```
cd CentreWare
```

```
tar xf dcpr.tar
```

```
rm dcpr.tar
```

- 7 If you wish to install the compiled *a2ps* convertor, untar the files. Assuming you are installing to /opt, type:

```
tar xf contrib.tar
```

```
rm contrib.tar
```

```
sed "s;_INSTALL_DIR_;/opt/CentreWare;g" \  
    contrib/etc/a2ps.cfg > /tmp/a2ps.cfg
```

```
mv -f /tmp/a2ps.cfg contrib/etc/
```

Update the *a2ps* configuration file with the page sizes supported by your Document Centre:

```
cat dcpr/etc/a2ps.cfg >> contrib/etc/a2ps.cfg
```

- 8 Set the DCPR_HOME environment variable to allow DCPR to locate its auxiliary files. Assuming you installed to /opt, type:

Bourne Shell:

```
DCPR_HOME=/opt/CentreWare/dcpr; export DCPR_HOME  
PATH=$DCPR_HOME/bin:$PATH; export PATH
```

C Shell:

```
setenv DCPR_HOME /opt/CentreWare/dcpr  
setenv PATH DCPR_HOME/bin:$PATH
```

- 9 If you want to use the *a2ps* convertor, modify the configuration path to the file names to your installation directory. Assuming you installed to /opt, type:

Bourne Shell:

```
A2PS_CONFIG=/opt/CentreWare/contrib/etc/a2ps.cfg  
export A2PS_CONFIG
```

```
PATH=/opt/CentreWare/contrib/bin:$PATH  
export PATH
```

C Shell:

```
setenv A2PS_CONFIG /opt/CentreWare/contrib/etc/  
a2ps.cfg  
setenv PATH /opt/CentreWare/contrib/bin:$PATH
```

NOTE: You may want to modify your .profile or .login files so you can retain the settings from Steps 8 and 9 in each new session.

- 10 Eject the CD from the drive or unmount the CD.

For Solaris, eject the CD by typing:

```
eject
```

Eject the CentreWare CD, and remove it from the drive.

How DCPR Determines the Printer Type

DCPR is customized to support the special features of each Document Centre series; therefore, it is critical that the tool receives accurate information about which Document Centre each job is being sent to. There are two different ways to specify the Document Centre type: use the executable name in the command line, or use the queue.map configuration file.

Executable Name

DCPR can identify the printer type when the specific Document Centre model number is typed in the command line.

To specify the printer type by using the executable name, type:

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

where,

<model number> = the Document Centre Model number;
for example, dc420

<qname> = the name of the queue

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

Queue.map Configuration File

An alternate method for DCPR to identify a printer is to define the printer queue associations with printer types in the *queue.map* configuration file. Once the association is defined, you can simply type *dcpr* with the queue name, to access the software:

```
dcpr-p<qname><filename> (AIX)
```

```
dcpr-d<qname><filename> (HP-UX, Solaris)
```

See *Document Centre Configuration* on page 13-9 for instruction on how to quickly establish the printer mappings in the *queue.map* file.

Using DCPR PASSTHRU

DCPR's standard print behavior is to submit a job to the UNIX spooler once the user clicks **Print** by invoking the system print command: *lp/lpr/enq*. The default system print command depends on your host platform:

- for AIX 'enq -c -T #title'
- for HP-UX 'lp -c -t#title'
- for Solaris 'lp -c -t #title'

where #title represents the job-title and will be replaced at runtime with the name of the first file. You can override this default with the environment variable *DCPR_PRINT_COMMAND*.

The *DCPR_PASSTHRU_COMMAND* environment variable enables you to override the typical behavior and invoke another program.

For example, to echo the input file on stdout:

Bourne Shell (or bash):

```
DCPR_PASSTHRU_COMMAND='cat'; export \  
DCPR_PASSTHRU_COMMAND
```

C Shell (or tcsh):

```
setenv DCPR_PASSTHRU_COMMAND cat
```

DCPR invokes the command specified by the `passthru` string, passing all command line arguments. For example, if the `DCPR_PASSTHRU_COMMAND` is set to `lp`, the following command:

```
dcpr -dhp-queue -c fn
```

will invoke:

```
lp -dhp-queue -c fn
```

on Solaris since `lp` is the default system print command on that platform.

NOTE: The option used to specify the queue name may be different, depending on your system. For instance, the `lp` command on Solaris uses `-d`. Check with your system administrator if you are unsure which option to use.

Document Centre Configuration

Once DCPR is installed, you need to configure the optional equipment installed on the Document Centre and define the printer type in the queue.map file. You can perform both tasks at once by updating and saving the System Configuration using the DCPR GUI interface. Configuration changes are saved.

► To launch the DCPR's GUI interface and set installable options:

1 Type:

```
<model number> -P<qname> (AIX)
```

```
<model number> -d<qname> (HP-UX, Solaris)
```

where,

<model number> = the Document Centre Model number;
for example, dc432

<qname> = the name of the queue

The DCPR graphical interface appears.

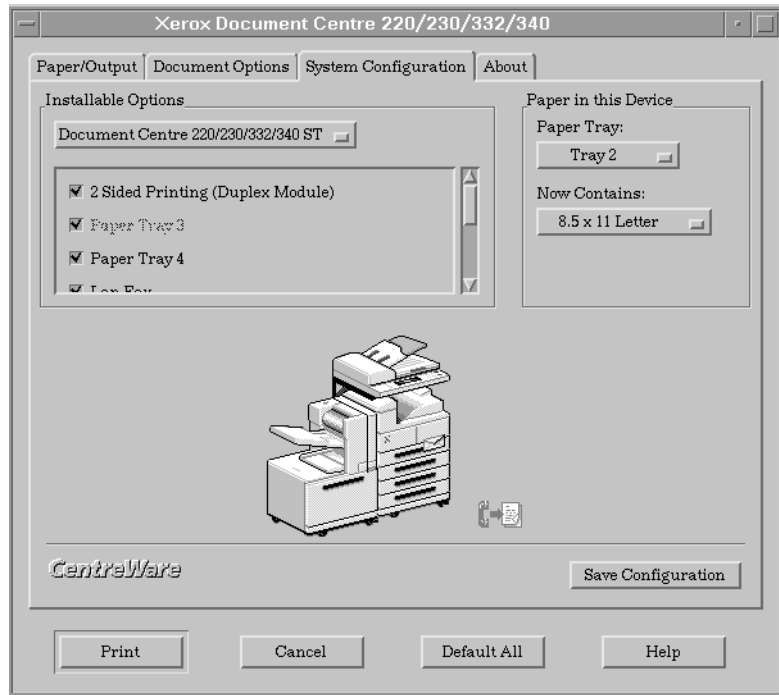


Figure 13-1: DCPR System Configuration Tab

- 2 Choose the System Configuration tab and select your Document Centre model and the Installable Options specific to your Document Centre.
- 3 Click **Save Configuration**. This process saves the updated configuration in the queue.map file.

NOTE: You must possess access rights to the queue.map file for the Save Configuration button to be active. You must also specify the queue name on the command line.

- 4 Click **Cancel** to close DCPR.

Non-PostScript to PostScript Conversion

Using the a2ps Convertor

DCPR can print text files by using an ASCII-to-PostScript convertor. DCPR comes configured to use the *a2ps* convertor to convert non-PostScript files to ADSC (Adobe DSC) compliant PostScript files before printing.

The default command for using the *a2ps* convertor is:

```
a2ps -q -M #media -o #ofile #ifile
```

where,

```
#media = pagesize;  
#ofile = the output file; and,  
#ifile = the input file
```

Using Other Convertors

If you wish to use a different ASCII-to-PostScript convertor, you can use the environment variable `DCPR_A2PS_COMMAND` to override the default *a2ps* command. For example, to use the `'mp'` ASCII-to-PostScript convertor (which comes with Sun Solaris OpenWindows), type:

Bourne Shell (or bash):

```
DCPR_A2PS_COMMAND='mp -US #ifile>#ofile'  
export DCPR_A2PS_COMMAND
```

C Shell (or tcsh):

```
setenv DCPR_A2PS_COMMAND 'mp -US #ifile #ofile'
```

NOTE: Ensure that the ASCII-to-PostScript convertor uses the same page size as the page size selection in DCPR to avoid cropped pages. In the example above, the `-us` flag designates 8-1/2 x 11 paper size, so 8-1/2 x 11 should be selected before clicking **Print**.

Environment Variable Dependencies

DCPR's operation is dependent on two environment variables. During installation, you set the location of DCPR_HOME. In addition, DCPR is dependent on the LANG or LC_CTYPE (language) variable which is typically set by the Administrator for the current locale. These environment variables must be set accurately for DCPR to run properly.

Diagnostics

To view the commands that the software is running in the background, set the `-v{erbosity}` switch to level 3. This setting produces a greater volume of output detail.

```
$dcpr -v3 -dbeaker /etc/hosts
```

You should see something similar to the following:

```
system (`a2ps -q -M Letter -o /var/tmp/baaa001D1 \
/etc/hosts')

system (`lp -c -t /etc/hosts -dbeaker /var/\
tmp/baaa001D1')

request id is beaker-17 (1 file(s))
```

Uninstalling DCPR

► **To uninstall DCPR:**

- 1 Log on to the workstation.
- 2 Delete the CentreWare directory:

```
rm -r /opt/CentreWare
```
- 3 Remove any changes made to the user's environment.



Installing OS/2 Printer Drivers

This chapter explains the printer driver installation procedures for the OS/2 Operating System. The printer driver that you install is dependent upon the Document Centre model which you have in your environment.

Workstation Requirements

The minimum hardware requirements for installing the printer drivers are:

- 486 (or higher) PC with an OS/2 version 2.1.x or an OS/2 Warp operating system.
- 760 KB of available hard disk space.

Installing OS/2 PostScript Printer Drivers

The following table lists the OS/2 printer driver installation file names for each Document Centre. The OS/2 printer driver installation files are located in the DRIVERS\OS2 directory on the CentreWare Network Print and Fax Services CD.

Document Centre Model	Installation File Name
DC 220/230/332/340	Xdc340.exe
DC 240/255/265	Xr_dc265.exe
DC 420/432/440	Xdc440.exe
DC 45x/46x/47x/48x	Xr_dc48x.exe

Table 14-1: OS/2 Printer Driver Installation Files

► **To install the OS/2 printer driver when your OS/2 shell does *not* contain an existing printer object:**

- 1 Ensure that the printer driver installation file for your Document Centre is available either locally or on a mapped network drive.

If you are installing from CD, locate the OS/2 printer driver installation files in the DRIVERS\OS2 directory.

NOTE: You can also download the printer driver installation file to your workstation from the Xerox CentreWare website at www.centroware.com.

- 2 Create a temporary installation folder on the desktop. To create this folder, double-click the OS/2 System icon on your desktop and open the Templates folder. Copy the blank folder to the desktop.

- 3 Copy the printer driver installation file to the folder on the desktop.

Refer to the above table for the correct printer driver installation file name for your Document Centre.

- 4 Double-click the desired printer driver installation file. The printer driver installation file automatically unzips into three files.
- 5 Go to the Templates folder.
- 6 Locate the Network Printer template and copy it to your desktop.
- 7 The Access Another Network Printer screen is displayed. Specify the network, server, and resource (printer object). Click **OK**.
- 8 Right-click the printer object (icon) on the desktop. Select **Properties** from the menu.
- 9 Select the Printer Driver tab in the Properties notebook. Right-click any printer object displayed in the window.

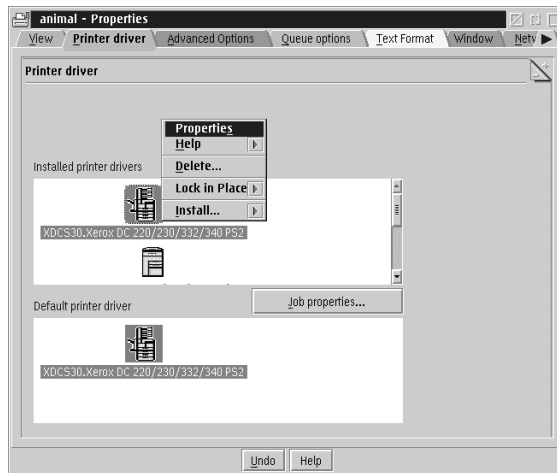


Figure 14-1: Printer Driver Tab

- 10 Select **Install** from the menu. The Install New Printer Driver dialog appears.

- 11 Select **Other OS/2 printer driver**. In the Directory field, type the path to the temporary installation folder you created on the desktop. For example:

c:\desktop\<installation folder name>

- OR -

Click **Find** and browse to the directory location.

- 12 Click **Refresh**. All printer drivers in the installation directory display in the list box.
- 13 Select the printer driver to install. Click **Install**.
- 14 Click **OK**.
- 15 Click **Cancel** to close the Install New Printer Driver dialog.
- 16 Restart the OS/2 operating system.

The OS/2 printer driver installation is complete. Continue with *Configuring the OS/2 Printer Driver* on page 14-7.

► **To install the OS/2 printer driver when your OS/2 shell contains an existing printer object:**

- 1 Ensure that the printer driver installation file for your Document Centre is available either locally or on a mapped network drive.

If you are installing from CD, locate the OS/2 printer driver installation files in the DRIVERS\OS2 directory.
- 2 Create a temporary installation folder on the desktop. To create this folder, double-click the OS/2 System icon on your desktop and open the Templates folder. Copy the blank folder to the desktop.

- 3 Copy the printer driver installation file to the folder on the desktop. Refer to the above table for the correct printer driver installation file name for your Document Centre.
- 4 Double-click the desired printer driver installation file.
The printer driver installation file automatically unzips into three files.
- 5 Right-click the existing printer object (icon) on the desktop. Select **Properties** from the menu.
- 6 Select the Printer Driver tab in the Properties notebook. Right-click any printer object displayed in the window.
- 7 Select **Install** from the menu. The Install New Printer Driver dialog appears.
- 8 Select **Other OS/2 printer driver**. In the Directory field, type the path to the temporary installation folder you created on the desktop. For example:
`c:\desktop\<installation folder name>`
Or, click **Find** and browse to the directory location.
- 9 Click **Refresh**. All printer drivers in the installation directory display in the list box.
- 10 Select the printer driver to install. Click **Install**.
- 11 Click **OK**.
- 12 Click **Cancel** to close the Install New Printer Driver dialog.
- 13 Restart the OS/2 operating system. The OS/2 printer driver installation is complete. Continue with *Configuring the OS/2 Printer Driver* on page 14-7.

Configuring the OS/2 Printer Driver

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

► To configure your Document Centre's installed equipment:

- 1 Right-click the printer icon.
- 2 Select **Properties** from the menu.
- 3 Select the Printer Driver tab.
- 4 Right-click the printer driver icon and select **Properties** from the menu.
- 5 Choose the Configuration tab in the Properties notebook.

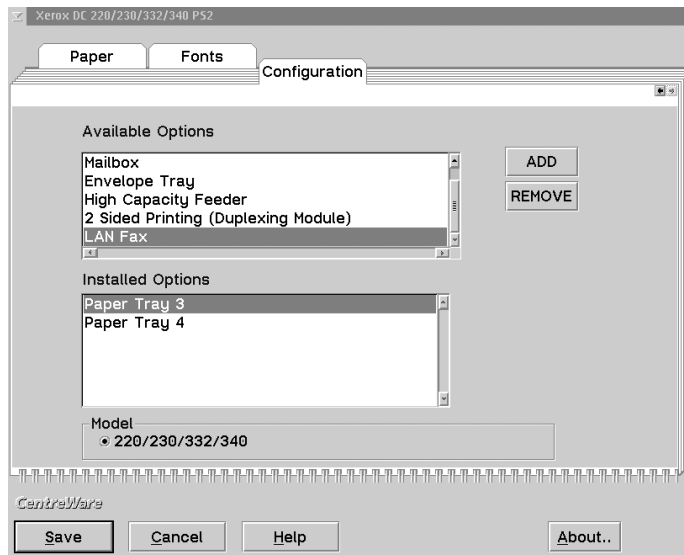


Figure 14-2: Configuration Tab DC 220/230/332/340 and 420/432/440

- 6 Select items from the Available Options list and click **Add** to move them to the Installed Options list. Add all options that are available for your Document Centre model.
- 7 Click **Save**.
- 8 Select the Paper tab.

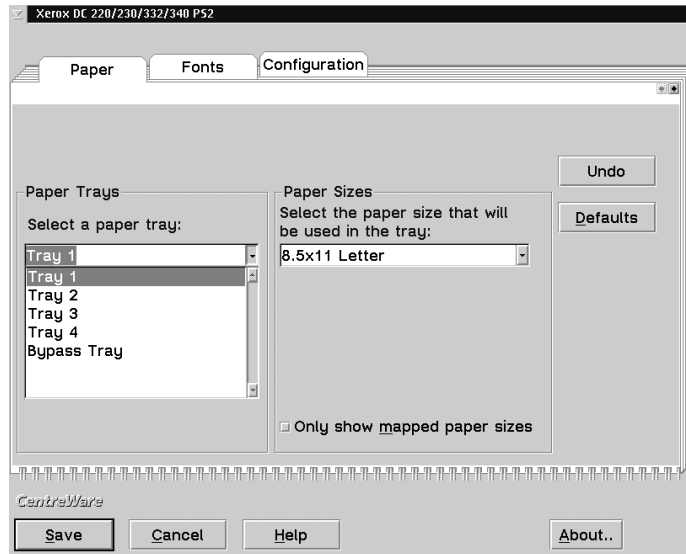


Figure 14-3: Paper Tab DC 220/230/332/340 and 420/432/440

- 9 Select a tray and assign the paper size that will be used the tray. Repeat the process for each tray.
- 10 Click **Save**.
- 11 Close the Properties window.

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

► To configure your Document Centre's installed equipment:

- 1 Right-click the printer icon.
- 2 Select **Properties** from the menu.
- 3 Select the Printer Driver tab.
- 4 Right-click the printer driver icon and select **Properties** from the menu.
- 5 Choose the Features tab in the Properties notebook.

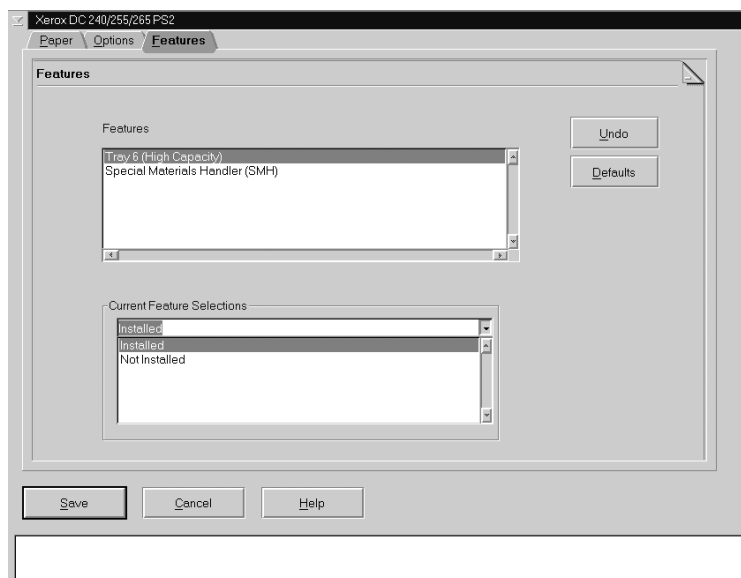


Figure 14-4: Features Tab DC 220/230/332/340 and 420/432/440

- 6 Select an item from the Features list. From the Current Features Selections list, click **Installed**. Repeat the process for additional installed features.

- 7 Click **Save**.
- 8 Right-click the printer driver icon and select **Properties** from the menu.
- 9 Select the Paper tab.

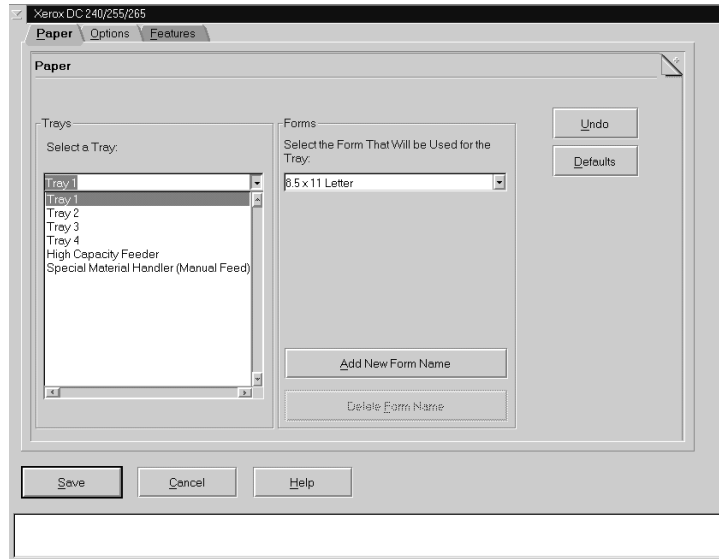


Figure 14-5: Paper Tab DC 220/230/332/340 and 420/432/440

- 10 Select a tray and assign the paper size for it. Repeat the process for each tray.
- 11 Click **Save**.

Uninstalling OS/2 Printer Drivers

► **To uninstall the OS/2 printer drivers:**

- 1 Right-click any printer icon, including network printers currently using the OS/2 printer driver you want to uninstall.
- 2 Select **Properties** from the menu.
- 3 Select the Printer Driver tab.
- 4 Assign a new printer driver to the printer.
- 5 Right-click the printer driver icon for the printer driver that you wish to delete and select **Delete** from the pop-up menu. The printer driver is deleted.
- 6 Restart the OS/2 operating system before installing any new printer drivers.



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.

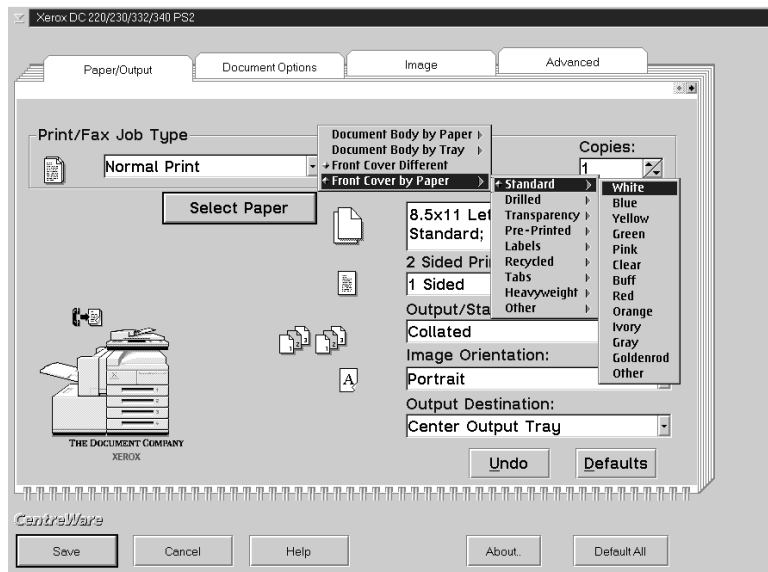


Figure 15-1: DC 220/230/332/340 and 420/432/440 OS/2 Printer Driver

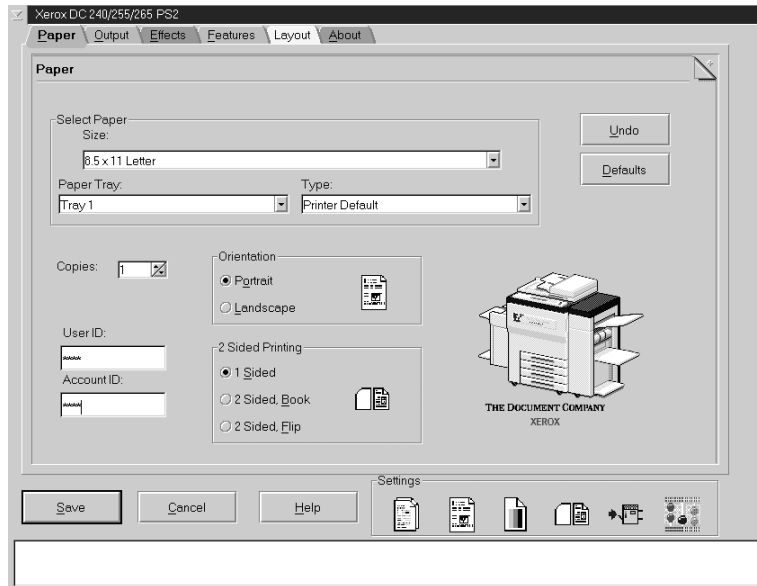


Figure 15-2: DC 240/255/265 and 45x/46x/47x/48x OS/2 Printer Driver

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. See Chapter 14, *Installing OS/2 Printer Drivers* for more information.

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 15-14, 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. See *Configuring the OS/2 Printer Driver* on page 14-7.

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.



Installing The TIFF Submission Tool

This chapter contains installation procedures for the CentreWare TIFF Submission Tool.

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

Workstation Requirements

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

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

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

TIFF Submission Tool Installation

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

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

- 1 Insert the CentreWare Network Print and Fax Services CD into the appropriate drive. The Autoplay program starts.
- 2 Click **Network Print and Fax Services**.
- 3 Click **Install TIFF Submission Tool**.
- 4 Click **Next** on the opening screen of the installation wizard.
- 5 Enter your user and company information. Click **Next**.
- 6 Read the Software License agreement and click **Yes**.
- 7 Select **Typical** or **Custom** installation.
 - a) **Typical** installation uses the default destination folder for the installation.
 - b) **Custom** installation allows you to specify the destination folder for the installation.
- 8 Click **Finish**. The CentreWare TIFF Submission Tool is ready for use.



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.

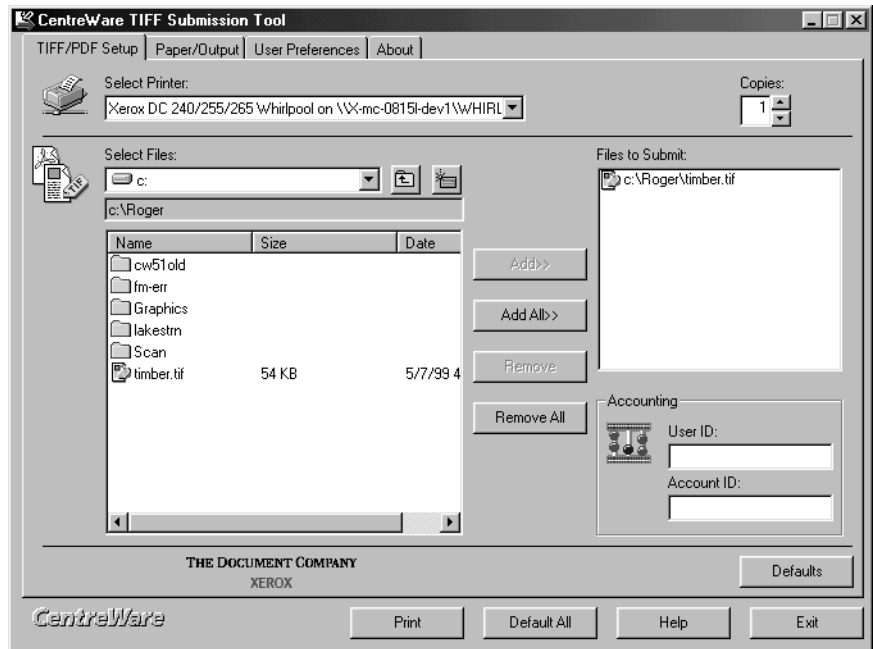


Figure 17-1: TIFF Setup

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.

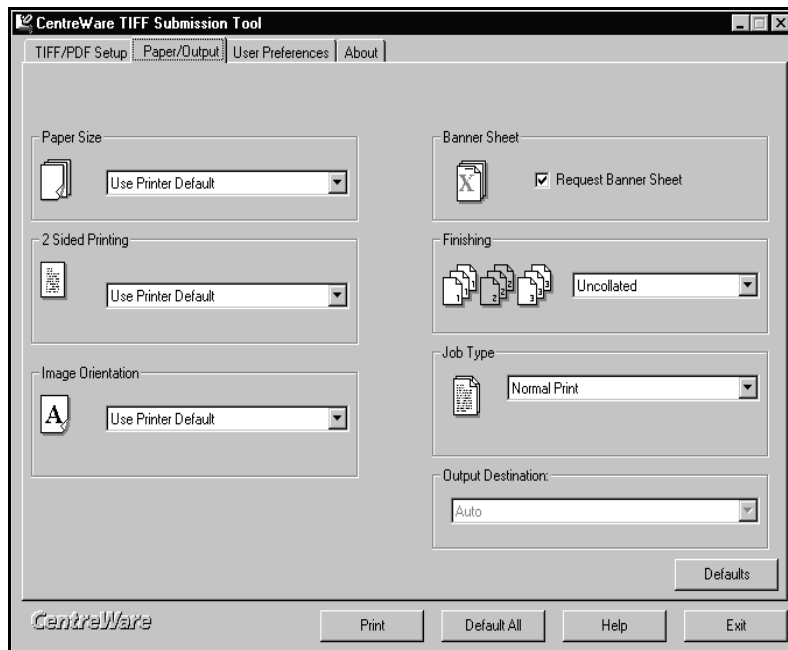


Figure 17-2: Paper/Output Options

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.

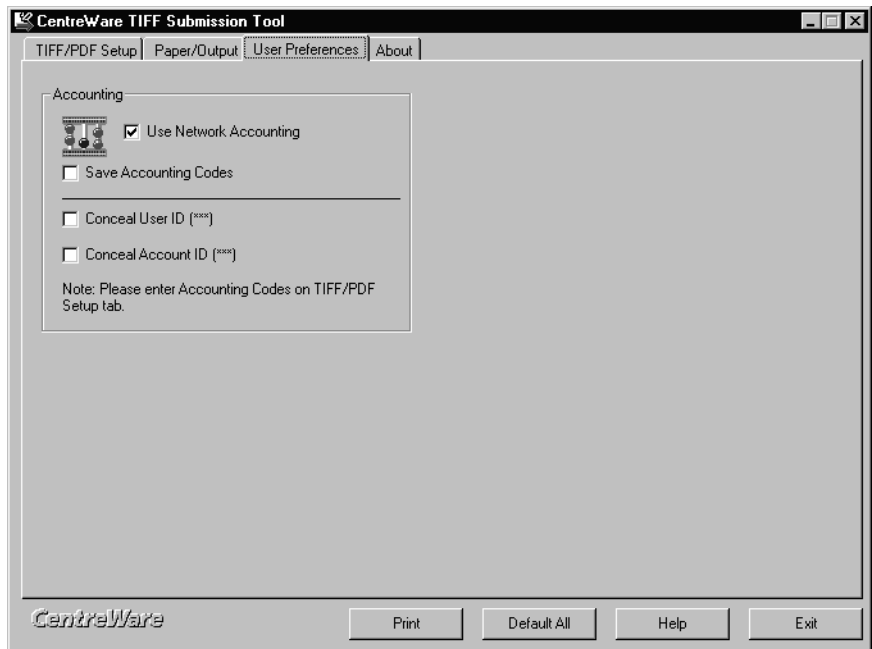


Figure 17-3: Accounting Options



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 discover the printer or establish communication with the printer?

CentreWare applications need a consistent communications pathway between your computer and each Xerox product that is installed on your network. For example, if the printer is installed to support TCP/IP, then TCP/IP must be enabled on each of the computers that are running CentreWare along with the network segments that are supporting each printer and user. If any one of these elements are lacking, then CentreWare will not be able to discover the printer or establish communication with the printer.

If you experience problems establishing remote communication with a Document Centre, check the following items to help resolve the problem:

- Install Xerox devices on the network using the documentation provided with the product. (Basic connectivity must be established before you can establish remote communication with CentreWare applications.)
- Check the network drop.
- Enable TCP/IP on each computer that is using CentreWare.
- Change the subnet when browsing in TCP/IP.
- Make sure the routers are not filtering TCP/IP.
- Restart the Document Centre and your computer.
- If limited features and status information are consistently provided, check the network connectivity settings on your computer to ensure that they match the connectivity settings on your network and on your Xerox printers.
- When a Xerox product is installed in a non-NetWare environment, use the CentreWare Device Discovery Wizard to create and distribute the required device information to each user.

■ **Why can't I discover and monitor Document Centres in a Windows NT/NDS environment?**

In Novell NDS environments with Windows NT clients, the fully distinguished queue name must be mapped to the port that the printer is using. However, the Windows NT Add Printer Wizard may automatically map a shortened version of the NDS queue name to the port as you are installing the printer. This will prevent Device Discovery capabilities from working, including a loss of customized printer status monitoring in the CentreWare Conductor application. Use the following procedure to resolve this problem:

- 1 Open the Windows NT Printers Folder (**Start > Settings > Printers**).
- 2 Right-click on the printer icon that you need to modify.
- 3 Select Properties from the context menu.
- 4 Select the Ports tab.
- 5 Open the list for the Print to the Following Port selection and select the fully distinguished queue name.

Naming Examples:

Short = \\my_tree\my_queue

Long = \\my_tree\CN=my_queue.OU=my_orgunit.=my_organization

- 6 Click the OK button to save the changes.

■ **What should I do if the Browse Buttons in the CentreWare Wizards are not functional?**

If the operating system on your computer is using an old version of SHELL32.DLL, the Browse buttons used to view and select NDS queues within CentreWare administrative applications may not work. You need to have SHELL32.DLL Versions 4.7 or higher in order to be able to use the Browse buttons.

- **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.

- **What do I do when the following error message displays?**

Error loading DCS4DUD.DLL.

The specified module could not be found.

This error only occurs if the CentreWare installation has been altered. A supported product DLL has been deleted or just moved to a location that is not in the user's path. The Device Discovery Wizard and Device Admin Wizard are searching for the DLL because the registry says that it was installed and now it cannot be located.

To correct this problem, perform one of the following steps:

- Do a "find-in-files" to locate the missing DLL and move it back to the **Program Files > Xerox Corporation > CentreWare** directory. Also check the recycling bin for the missing DLL.
- If you cannot find the DLL you must re-install the CentreWare software.
- **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.
- **Why do I get this error message: "UnInstall Shield has detected that "C:\Program Files\...CW_MON.EXE" is in use. Please close the application using this file and launch UnInstall Shield again."**

This occurs during the UnInstall procedure. You need to first close the Conductor icon on your toolbar, then begin the UnInstall procedure again.

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