



CentreWareTM

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

*Installing and Using
Print and Fax Drivers*



Release 5.30

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Xerox Corporation
Global Knowledge & Language Services
800 Phillips Rd., Building 845-17S
Webster, New York 14580-9791
USA

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Introducing CentreWare Print and Fax Drivers for Microsoft Windows

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

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

Print and Fax Driver Overview

A print and/or fax driver 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 print and fax drivers to operate correctly.

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

NOTE: Integrated fax capabilities vary with each Document Centre Model. Faxing support in this release of CentreWare pertains to the DC 440/432/425/420 models. Other network fax options can be configured with different models, using third-party software applications.

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

PostScript

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

PCL

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

CentreWare Print and Fax Driver Applications

The following applications are included with the CentreWare print and fax drivers:

- Fax Phonebook
- TIFF Submission Tool
- Font Management Utility
- Port Monitor

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 440/432/425/420 print and fax drivers. The Fax Phonebook enables users to create multiple phonebooks and manage individual or group recipient contact information in the phonebooks.

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

TIFF Submission Tool

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

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

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

Font Management Utility

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

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

TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare print and fax drivers (Windows 2000/NT standard print and fax drivers only) and for printing in Windows using LPR or Port 9100.

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

What's New in this Release?

The CentreWare 5.3 release of the Document Centre print and fax drivers, supports the following new features and hardware:

- Document Centre models 425 and 490
- Professional finisher option
- Bi-directional standard print and fax drivers for Windows NT/2000 (TCP/IP)
- PCL 6 (XL) print and fax drivers for Document Centre 440/432/425/420 and 49x/48x/47x/46x

NOTE: The PCL 6 print and fax drivers are not included on the CentreWare Print and Fax Drivers CD, but are available on the Xerox website. See *Internet Support* on page -vii for the Xerox website link.

Print and Fax Driver Documentation

CentreWare Print and Fax Driver Guide for Windows

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

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

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

Help

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

CentreWare Print and Fax Driver Support

Internet Support

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

DC Tips

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

Telephone Support

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

Document Centre Serial Number

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

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



Installing Windows Print and Fax Drivers

The CentreWare print and fax drivers support the special features and functions of Xerox Document Centres, enabling fast, efficient printing from your desktop. Installation instructions for all current Windows environments, as well as detailed instructions for upgrading print and fax drivers from previous releases, are provided in this chapter.

NOTE: If you are upgrading print and fax drivers from a CentreWare version that is prior to 5.2, please contact customer support before upgrading. You can contact customer support by calling the Welcome Center or on the web at www.Xerox.com. A DC Tip entitled Upgrading Xerox Document Centre Print Drivers for Windows, which provides instructions for upgrades prior to CentreWare 5.2, is also available from the website.

Workstation Requirements

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

Network Print Configurations

Client/Server

In Client/Server environments, a print and fax driver is installed on a server and shared with other servers and workstations on the network. The print and fax 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 print and fax driver is installed on a workstation that is connected to a printer. The print and fax 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.

Point and Print

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

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

► To perform Point and Print:

- 1 At the client workstation, access the desired network Document Centre through **Network Neighborhood** (Win 95/98/NT) or **My Network Places** (Me/Win 2000).
- 2 Double-click the Document Centre icon.
- 3 At the prompt, select to install the print and fax driver or drag and drop the printer icon on the Printers folder.

The appropriate files for the selected Document Centre are automatically downloaded to the client workstation.

New Print and Fax Driver Names

The folders and names of the print and fax drivers have changed (to encompass the new DC 425 and DC 490 models) since the previous releases of the 400 series Document Centres, as noted in the following table.

If you need to upgrade an existing DC 420/432/440 or DC 45x/46x/47x/48x driver to the latest version, you must download the latest version from the Xerox web site. Otherwise, you can delete the previous print and fax driver(s) and perform a new installation of the 400 series as provided on the CentreWare 5.3 Print and Fax Drivers CD.

Document Centre 400 Model Series	CentreWare 5.2x Name	CentreWare 5.3 Name
DC 440/432/425/420	420/432/440	440/432/425/420
DC 490/480/470/460	45x/46x/47x/48x	490/480/470/460

Table 1-1: Print and Fax Driver Names

NOTE: If you are upgrading Document Centres 420/432/440 and 45x/46x/47x/48x (CentreWare 5.2 or 5.2x), you must download the latest versions from the website at www.Xerox.com. These print and fax driver versions are not contained on the CentreWare Print and Fax Drivers CD.

Obtaining Print and Fax Drivers

The print and fax drivers are available on the CentreWare Print and Fax Drivers CD or on the Xerox website. Your site may also have a designated directory on a file server for print and fax drivers.

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

CentreWare Print and Fax Driver (Windows 95/98/Me/NT/2000)	Document Centre (DC) Models	Location
PostScript 3	DC 440/432/425/420 DC 490/480/470/460	CD/Web
PCL 5e	DC 440/432/425/420 DC 490/480/470/460	CD/Web
PCL 6 (XL)	Check model availability on the website	Web

Table 1-2: CentreWare Printer/Fax Drivers for Xerox Document Centres

NOTE: If you are upgrading Document Centres 420/432/440 and 45x/46x/47x/48x (CentreWare 5.2 or 5.2x), you must download the latest versions from the website at www.Xerox.com. These print and fax driver versions are not contained on the CentreWare Print and Fax Drivers CD.

CentreWare Print and Fax Drivers CD

The installation files for the Document Centre 440/432/425/420 and 490/480/470/460 print and fax drivers are available on the Xerox CentreWare 5.3 Print and Fax Drivers CD.

NOTE: Previous versions of all Document Centre print and fax drivers can be downloaded from the Xerox web site.

Downloading from the Web

Document Centre print and fax drivers can be downloaded from the Xerox website at www.Xerox.com. The installation files for all Document Centre models, including previous versions of the 200 and 300 series model print and fax drivers, are available from the website.

To download print and fax drivers:

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

NOTE: If you are upgrading print and fax drivers from a CentreWare version that is prior to 5.2, please contact customer support before upgrading. You can contact customer support by calling the Welcome Center or on the web at www.Xerox.com. A DC Tip entitled Upgrading Xerox Document Centre Print Drivers for Windows, which provides instructions for upgrades prior to CentreWare 5.2, is also available from the website.

Installing from a Server

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

Print and Fax Driver Types

There are two types of CentreWare print and fax drivers:

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

Enhanced Driver

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

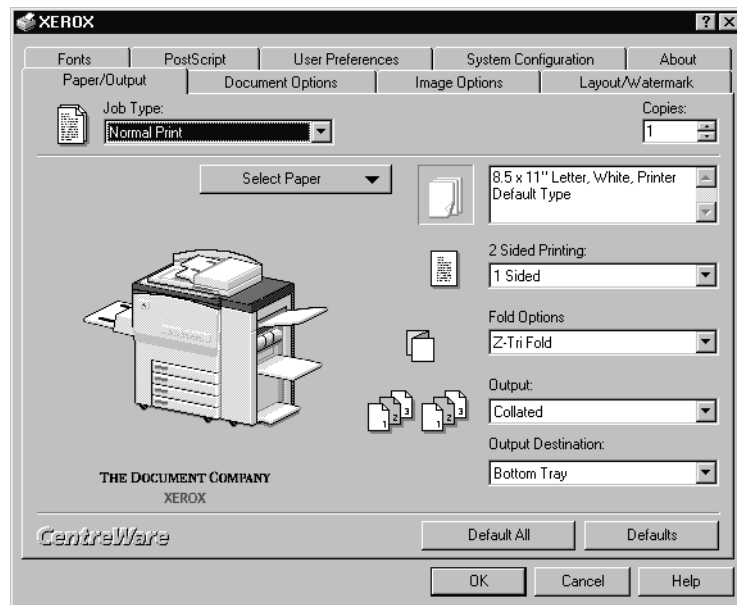


Figure 1-1: Enhanced Print and Fax Driver

Standard Driver

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

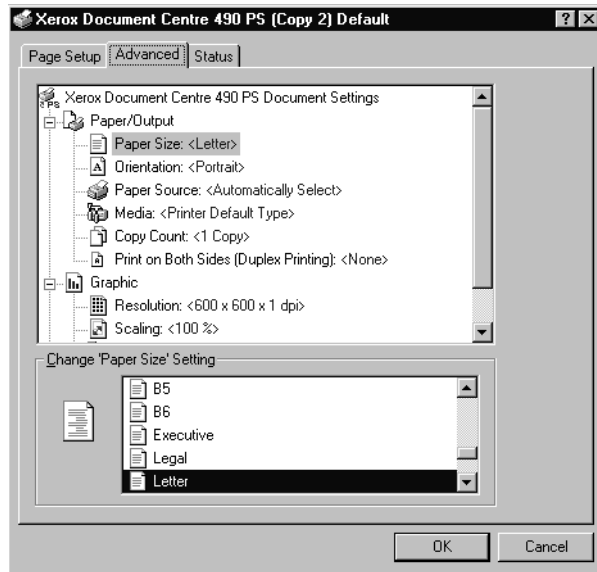


Figure 1-2: Standard Print and Fax Driver

Bi-Directional Print and Fax Drivers

If you have a TCP/IP network, the Windows NT and 2000 standard print and fax drivers can optionally provide Bi-Directional capabilities. Bi-Directional communication allows a print and fax driver to communicate with the printer via your network. When the print and fax driver properties are accessed, the print and fax driver can acquire information from the printer, including its current operational status and the status of the paper trays.

After the Windows 2000 print and fax drivers are installed and the TCP/IP Port Monitor is also installed, Document Centre installed options and status information are automatically updated without having to configure the print and fax driver manually.

NOTE: The TCP/IP Port Monitor is required for Bi-Directional print and fax drivers. See *Installing and Using the Xerox TCP/IP Port Monitor* on page 5-1 for more information about the Port Monitor.

Configuration

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

Status

The Status Tab indicates the status of the Document Centre and its paper trays. Printer Status shows whether the Document Centre is available or not. Paper Status shows the paper that is loaded in each tray and whether the tray is empty.

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

Windows 9x/Me Print and Fax Driver Installation

The following table lists the Windows 95/98/Me print and fax drivers for each Document Centre. The table shows the folder names that contain the installation files within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows 95/98/ Me)	Driver Type	Subdirectory	Installation File Name
DC 440/432/425/420	PostScript 3	\DC440_DC432_DC425_ DC420\P440_9x	dc44xa4.inf
	PCL 5e	\DC440_DC432_DC425_ DC420\Pcl440_9x	dc440pcl.inf
DC 490/480/470/460	PostScript 3	\DC49x_DC48x_DC47x_ DC46x\P49x_9x	dc490a4.inf
	PCL 5e	\DC49x_DC48x_DC47x_ DC46x\Pcl49x_9x	dc48xpcl.inf

Table 1-3: Windows 95/98/Me Print and Fax Drivers

NOTE: For the initial CentreWare 5.3 release, the PCL XL print and fax drivers were not available. Please check the Xerox website for the latest PCL XL drivers for your Document Centre model.

Installing the Windows 95/98/Me Print and Fax Drivers

► To install the Windows 95/98/Me print and fax drivers:

- 1 If you are installing from CD, the CentreWare 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 print and fax 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 the table *Windows 95/98/Me Print and Fax Drivers* on page 1-10 for the correct .inf file name. 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 Indicate if you want to make this printer your default printer. Click **Next**.
- 9 Indicate whether you want to print a test page, then click **Finish**.

NOTE: For the DC 420/425/432/440 models, you cannot print a test page if Accounting has been enabled on the Document Centre.

The print and fax driver installation is complete. Refer to *Accessing Print and Fax Driver Options* on page 2-2 for information on using the features of the print and fax drivers.

Upgrading the Windows 95/98/Me Print and Fax Drivers

NOTE: If you are upgrading a Windows 95/98/Me print and fax driver that is shared from a Windows NT or Windows 2000 server, contact customer support or access DC Tips from the Xerox website for the procedure entitled *Upgrading Xerox Document Centre Print Drivers*, to update the driver associated with the printer share.

- 1 Select **Start > Settings > Printers**.
- 2 Right-click on the desired PostScript print and fax driver and select **Properties**.
- 3 On the Details Tab, select **New Driver**.
- 4 Select **Yes** to confirm that you want to upgrade the print and fax driver. The Add Printer Wizard is accessed.
- 5 Click **Have Disk**, then browse to the CentreWare Print and Fax Drivers CD or network location of your print and fax driver files. Select the Setup Information file (.inf) for the Document Centre that you are upgrading. See the table *Windows 95/98/Me Print and Fax Drivers* on page 1-10 for the correct .inf file name. Click **OK**.
- 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 new print and fax driver is installed.
- 9 See *Configuring Print and Fax Drivers* on page 1-31 for information on selecting the installed options that are available on your Document Centre.

Windows NT 4.0 Print and Fax Driver Installation

The following table lists the Windows NT 4.0 print and fax drivers for each Document Centre. The table shows the folder names that contain the installation files within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows NT 4.0)	Driver Type	Subdirectory	Installation File Name
DC 440/432/425/420	Standard PostScript	\DC440_DC432_DC425_DC420\ Ps440_nt_standard	xr440ps.inf
	Enhanced PostScript	\DC440_DC432_DC425_DC420\ Ps440_nt_enhanced	xdc440.inf
	Standard PCL 5e	\DC440_DC432_DC425_DC420\ Pcl440_nt_standard	xr440pcl.inf
	Enhanced PCL 5e	\DC440_DC432_DC425_DC420\ Pcl440_nt_enhanced	dc441pcl.inf
DC 490/480/470/460	Standard PostScript	\DC49x_DC48x_DC47x_DC46x\ Ps49x_nt_standard	xr490ps.inf
	Enhanced PostScript	\DC49x_DC48x_DC47x_DC46x\ Ps49x_nt_enhanced	xdc490.inf
	Standard PCL 5e	\DC49x_DC48x_DC47x_DC46x\ Pcl49x_nt_standard	xr490pcl.inf
	Enhanced PCL 5e	\DC49x_DC48x_DC47x_DC46x\ Pcl49x_nt_enhanced	dc490pcl.inf

Table 1-4: Windows NT 4.0 Print and Fax Drivers

NOTE: For the initial CentreWare 5.3 release, the PCL XL print and fax drivers were not available. Please check the Xerox website for the latest PCL XL drivers for your Document Centre model.

Client/Server First-time Installations

NOTE: Windows NT 4.0 standard print and fax drivers can be installed, and share a print queue in Windows 2000, but not Windows NT enhanced drivers. Conflicts will occur if you share a queue between Windows NT enhanced drivers and Windows 2000 drivers.

Follow the procedures below if you are installing the CentreWare Windows NT 4.0 PostScript or PCL print and fax drivers for the first-time. Bi-Directional print and fax drivers are available for Windows NT. See *Bi-Directional Print and Fax Drivers* on page 1-9 for more information.

► To install Windows NT 4.0 print and fax drivers for the first-time:

- 1 If you are installing from CD, the CentreWare 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 print and fax 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 print and fax driver on your local machine, click **OK**.
- 5 Click **Have Disk**, then browse to the CD or network location of your print and fax driver files. When you locate the correct .inf file, click **Open**. Refer to the table *Windows NT 4.0 Print and Fax Drivers* on page 1-13 for the correct .inf file name.
- 6 Verify the path and click **OK**.
- 7 Select the printer model. Click **Next**.

- 8 Specify if you want this Document Centre to be your default printer. Click **Next**.
- 9 Click **Finish**. The print and fax driver installation is complete.
- 10 For the enhanced drivers, see *Configuring Print and Fax Drivers* on page 1-31 for information on manually selecting the installed options that are available on your Document Centre.

Refer to *Accessing Print and Fax Driver Options* on page 2-2 for information on using the print and fax drivers.

Client-Direct-to-Printer First-time Installations

- 1 If you are installing from CD, the CentreWare 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 print and fax 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 (LPR port), use **lp** for the name of the remote print server name or print queue.

- 4 Click **Have Disk**, then browse to the CD or network location of your print and fax driver files. When you locate the correct Setup Information file (.inf), click **Open**. Refer to the table *Windows NT 4.0 Print and Fax Drivers* on page 1-13 for the correct .inf file name.
- 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 print and fax driver installation is complete.
- 10 For the enhanced drivers, see *Configuring Print and Fax Drivers* on page 1-31 for information on manually selecting the installed options that are available on your Document Centre.

Refer to *Accessing Print and Fax Driver Options* on page 2-2 for information on using the print and fax 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, select **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 1-5: Monitoring in Windows NT 4.0 / NetWare NDS

- 5 Click **OK**.

Windows NT 4.0 Print and Fax Driver Upgrade

NOTE: If you are upgrading print and fax drivers from a CentreWare version that is prior to 5.2, please contact customer support before upgrading. You can contact customer support by calling the Welcome Center or on the web at www.Xerox.com. A DC Tip entitled Upgrading Xerox Document Centre Print Drivers for Windows, which provides instructions for upgrades prior to CentreWare 5.2 is also available from the website.

PostScript Print and Fax Drivers

This section contains information for upgrading Windows NT 4.0 PostScript print and fax drivers for Document Centre 400 series models that were installed from a CentreWare 5.2 or later release. Please note the print and fax driver name changes, upgrade scenarios, and upgrade caveats, prior to performing an upgrade.

New Print and Fax Driver Names

The folders and names of the print and fax drivers have changed (to encompass the new DC 425 and DC 490 models) since the previous releases of the 400 series Document Centres, as noted in the following table. It is critical that you select the correct driver name and type before you upgrade.

Document Centre 400 Series Model	CentreWare 5.2x Name	CentreWare 5.3 Name
DC 440/432/425/420	420/432/440	440/432/425/420
DC 490/480/470/460	45x/46x/47x/48x	490/480/470/460

Table 1-6: Print and Fax Driver Names

Use the correct model name/number that matches the model that you are upgrading, for example, upgrading CentreWare 5.2 DC 45x/46x/47x/48x to CentreWare 5.2x DC 45x/46x/47x/48x. If the matching string name is not used, all print shares and configuration settings will be lost

NOTE: If you are upgrading Document Centres 420/432/440 and 45x/46x/47x/48x (CentreWare 5.2 or 5.2x), you must download the latest versions from the website at www.Xerox.com. These print and fax driver versions are not contained on the CentreWare Print and Fax Drivers CD.

Upgrade Scenarios

This section only pertains to upgrading from CentreWare 5.2 PostScript print and fax drivers and later releases of CentreWare print and fax drivers (for the Document Centre 400 series models) to the most current release.

NOTE: Do not use the upgrade instructions provided in this chapter to perform upgrades from CentreWare versions prior to 5.2 or for Document Centre 200 and 300 series models. A DC Tip entitled *Upgrading Xerox Document Centre Print Drivers for Windows*, providing instructions for upgrades prior to CentreWare 5.2, is available on the [Xerox website](#).

PostScript Print and Fax Driver	Upgrade From Version:	Upgrade To Version:
DC 45x/46x/47x/48x	5.2	5.2x
DC 45x/46x/47x/48x	5.2	5.3
DC 490/480/470/460	5.3	future versions
DC 420/432/440	5.2	5.2x
DC 420/432/440	5.2	5.3
DC 440/432/425/420	5.3	future versions

Table 1-7: Upgrade Scenarios

Upgrade Caveats

- You cannot upgrade an enhanced PostScript print and fax driver to an enhanced PCL print and fax driver or vice versa.
- PCL print and fax drivers cannot be upgraded using the Windows procedure as outlined on *Upgrading the Server or Client-Direct-to-Printer* on page 1-21. The PCL print and fax driver delete/install process is outlined in *PCL Print and Fax Drivers* on page 1-23.
- You cannot upgrade Document Centre 200 and 300 series model print and fax drivers to 400 series model print and fax drivers.
- Use the correct model name/number that matches the model that you are upgrading, for example, DC 45x/46x/47x/48x to DC 45x/46x/47x/48x.

CAUTION: If the matching string name is not used, all print shares and configuration settings will be lost.

- Downgrading a print and fax driver is not recommended. Contact customer support if you must perform a downgrade.
- There are special procedures for upgrading Document Centre print and fax driver versions prior to CentreWare 5.1. Contact customer support before attempting to upgrade these print and fax drivers to later versions.

Upgrading the Server or Client-Direct-to-Printer

The following procedure upgrades an existing CentreWare 5.2 or 5.2x PostScript driver to a newer CentreWare PostScript version. Please note the print and fax driver name changes, upgrade scenarios, and upgrade caveats, prior to performing an upgrade.

This procedure enables you to upgrade DC 420/432/440 and DC 45x/46x/47x/48x PostScript print/fax drivers on all Windows NT client/server print servers. It also allows 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).

The upgrade procedure may restore some of the enhanced print and fax driver configuration settings to factory default settings. Before you begin, ensure that you record your original configuration settings so that you can restore them after the upgrade.

► To perform the PostScript print and fax driver upgrade:

NOTE: During the upgrade procedure, if you are prompted to replace or keep the existing driver, always select **Replace**.

- 1 Log in as an administrator.
- 2 Select **Start > Settings > Printers**.
- 3 Right-click on the desired PostScript print and fax driver and select **Properties**.
- 4 On the General Tab, select **New Driver**.
- 5 Select **Yes** to confirm that you are upgrading. The Add Printer Wizard is accessed.
- 6 Click **Have Disk**, then browse to the CD or network location of your print and fax driver files. When you locate the correct .inf file, click **Open**. Refer to the table *Windows NT 4.0 Print and Fax Drivers* on page 1-13 for the correct .inf file name.
- 7 Verify the path and click **OK**.

- 8 Select the Document Centre model. Click **OK**. The upgrade finishes.
- 9 Click **OK** to exit printer Properties.
- 10 For the enhanced drivers, review the Document Default settings and adjust, or you can select **Default All** to restore all the settings to their factory default values.
- 11 Repeat this upgrade procedure for all workstations or servers that are printing directly to the Document Centre.

Upgrading the Clients

Once the updated print and fax 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.
- 4 Reboot the workstation to affect the changes.

PCL Print and Fax Drivers

Document Centre PCL print and fax drivers cannot be upgraded using the Windows NT upgrade process. The process includes deleting an existing PCL print and fax driver and installing a new one, or deleting your existing PCL print and fax driver and installing a new one with a new name. You perform either of these procedures on the server first, then on the clients. The driver can then be installed on the clients from the server.

See *Windows NT 4.0 Print and Fax Driver Installation* on page 1-13 for the installation procedures and names of the available CentreWare 5.3 PCL print and fax drivers.

You can either:

- delete the existing PCL print and fax driver, reboot, then install a new PCL print and fax driver.
- OR -
- delete the existing PCL print and fax driver, rename the existing PCL print and fax driver, then install a new PCL print and fax driver.

NOTE: Perform either one of the above procedures on the server first, then perform the procedure on the clients.

Save and Restore Settings for PCL Print and Fax Drivers

The CentreWare 5.2, 5.2x, and 5.3 NT PCL enhanced print and fax driver contains **Save Settings** and **Restore Settings** buttons which are used to retain system configuration options on the Document Centre when installing a new print and fax driver. This prevents you from losing your Document Centre paper and installable options settings with the new installation.

► To save system configuration options:

- Before deleting the PCL print and fax driver, click **Save Settings**.

The current paper and installable options settings will be saved.

► To restore system configuration options:

- After installing the PCL print and fax driver, click **Restore Settings**.

The paper and installable options settings are restored to the new print and fax driver.

Windows 2000 Print and Fax Driver Installation

NOTE: To fax in Windows 2000 on NetWare networks, you need to use the NT 4.0 print and fax driver.

The following table lists the Windows 2000 print and fax drivers for each Document Centre. The table shows the folder names that contain the installation files within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows 2000)	Driver Type	Subdirectory	Installation File Name
440/432/425/420	PostScript	\DC440_DC432_DC425_DC420\ps440_w2k	xr440ps.inf
	PCL	\DC440_DC432_DC425_DC420\pcl440_w2k	xr440pcl.inf
490/480/470/460	PostScript	\DC49x_DC48x_DC47x_DC46x\ps49x_w2k	xr490ps.inf
	PCL	\DC49x_DC48x_DC47x_DC46x\pcl49x_w2k	xr490pcl.inf

Table 1-8: Windows 2000 Print and Fax Drivers

Client/Server First-time Installations

NOTE: If you are sharing a print queue with both Windows NT and Windows 2000 print and fax drivers, you must use the Windows NT Standard print and fax driver. Windows NT Enhanced drivers will cause a conflict with Windows 2000 drivers.

► To install Windows 2000 print and fax drivers:

- 1 If you are installing from CD, the CentreWare 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 print and fax 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 Shared Printers and click **Next**.
- 6 Click **OK**, if a message prompts that the required print and fax driver is not installed on the selected Document Centre.
- 7 Click **Have Disk**.
- 8 Browse to the CD or network location of the print and fax driver and select the Setup Information file (.inf). Click **Open**. Refer to the table *Windows 2000 Print and Fax Drivers* on page 1-24 for the correct .inf file name.
- 9 Verify the path and click **OK**.

- 10 Select the Document Centre model and type of print and fax 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 print and fax 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 print and fax driver installation is complete.

Refer to *Accessing Print and Fax Driver Options* on page 2-2 for information on using the drivers.

Client-Direct-to-Printer First-time Installations

- 1 If you are installing from CD, the CentreWare 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 print and fax 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 CD or network location of the print and fax driver and select the appropriate Setup Information file (.inf). Click **Open**.
- 7 Verify the path and click **OK**.
- 8 Select the Document Centre model and type of print and fax 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 print and fax 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 print and fax driver installation is complete.

Refer to *Accessing Print and Fax Driver Options* on page 2-2 for information on using the drivers.

Windows 2000 Print and Fax Driver Upgrade

This procedure explains upgrading the print and fax 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 print and fax drivers.

Upgrading the Server or Client-Direct-to-Printer

- 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 CD or network location of the print and fax driver and select the Setup Information file (.inf). Click **Open**.
- 8 Verify the path and click **OK**.
- 9 Select the Document Centre model and type of print and fax 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 print and fax drivers are identified in the listing by the Document Centre model only, for example Document Centre 440.

- 10 Click **Finish**.
- 11 If the Microsoft Digital Signature dialog appears, click **Yes** to continue. The print and fax driver upgrade is complete.
- 12 Click **OK** to exit the Printer Properties.

Upgrading the Clients

Once the updated print and fax 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.
- 4 Reboot the workstation to affect the changes.

Configuring Print and Fax Drivers

After installing the Document Centre print and fax drivers, you need to configure the options that are available for use. Each model can have different installed options, for example, a mailbox or duplexing module.

NOTE: If you are using a Windows NT/2000 (TCP/IP) Bi-Directional print and fax driver, this procedure is not necessary.

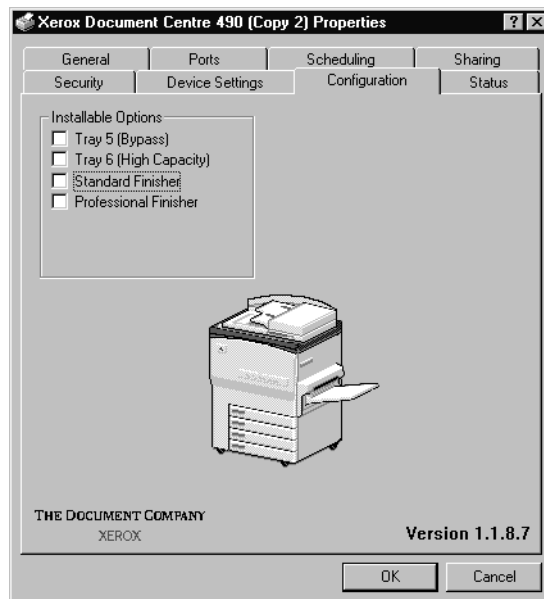


Figure 1-3: Installable Options Configuration

Windows 95/98/Me Configuration

► To configure CentreWare print and fax drivers in Windows 95/98/Me:

- 1 Right-click the icon of the appropriate printer and select **Properties**.
- 2 Select the **System Configuration** tab.
- 3 Select any Installable Options that are available on your Document Centre.
- 4 Click **Apply** to save the settings.
- 5 Click **OK** to close the printer driver.

Windows NT Configuration

► To configure CentreWare enhanced print and fax drivers in Windows NT:

- 1 Right-click the icon of the appropriate printer and select **Properties**.
- 2 Select the **Configuration** tab.
- 3 Select any Installable Options that are available on your Document Centre.
- 4 Click **Apply** to save the settings.
- 5 Click **OK** to close the printer driver.

Uninstalling Windows Print and Fax Drivers

Use the procedures in this section for uninstalling the CentreWare print and fax drivers.

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

► To uninstall the Windows 95/98/Me/NT print and fax 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 print and fax driver.
- 4 Rebooting your workstation is recommended.

NOTE: Windows NT Document Centre print and fax driver versions prior to CentreWare 5.2, have an additional uninstall procedure. For more information, contact customer support by calling the Xerox Welcome Center or by accessing support on the website at www.Xerox.com.

► To uninstall the Windows 2000 print and fax 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 print and fax driver.
- 4 From the Printers folder, select **File > Server Properties**.
- 5 Select the **Drivers** tab.
- 6 Select the print and fax driver and click **Remove**.
- 7 Click **Yes** at the prompt to delete the print and fax driver. The print and fax driver is removed.
- 8 Click **Close** to exit Printer Server Properties.

Document Centre PPD Files

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

Xerox provides PostScript 3 PPDs for all of the Document Centres models. Install and use the appropriate PPD file with any application that supports PPD printing.

Three different PPD files are provided for the Document Centres:

- Generic PPD (PS/3) for standard DC 440/432/425/420 and DC 490/480/470/460
- Custom PPD (PS/3) for enhanced DC 440/432/425/420 and DC 490/480/470/460
- DocuTech PPD (PS/3) for DC 490/480/470/460

NOTE: PPD files may not be available for all Document Centre models. Check the tables within this chapter, the CentreWare Print and Fax Drivers CD, the Xerox website at www.Xerox.com, or the Document Centre configuration report for the PPDs that are available for your specific Document Centre.

DocuTech 135 Print Emulation PPD

For Document Centres 490/480/470/460, 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 440/432/425/420 PPD Options

The Windows PPD files for the DC 440/432/425/420 models are located in folders within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD. The following table shows the type, location, and file name of the PPD file for the DC 440/432/425/420 models.

PPD Type	Subdirectory	File Name
Generic PPD (Windows 95/98/Me)	\DC440_DC432_DC425_DC420\ GenericPPD440_9X	xr_dc440.ppd
Custom PPD (Windows NT)	\DC440_DC432_DC425_DC420\ PS_440_NT_enhanced	xdc440.ppd
Generic PPD (Windows NT)	\DC440_DC432_DC425_DC420\ PS_440_NT_standard	xxd4203a.ppd xxd4253a.ppd xxd4323a.ppd xxd4403a.ppd
Generic PPD (Windows 2000)	\DC440_DC432_DC425_DC420\ PS_440_w2k	xxd4203a.ppd xxd4253a.ppd xxd4323a.ppd xxd4403a.ppd

Table 1-9: PPD Installation Files for DC 440/432/425/420

Document Centre 490/480/470/460 PPD Options

These PPD files are located in folders within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD. The following table shows the type, location, and file name of the PPD file for the DC 490/480/470/460 models.

PPD Type	Subdirectory	File Name
Generic PPD (Windows 95/98/Me)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49X_NT_enhanced\ GenericPPD49x_9x	Xr490ps3.ppd
DocuTech PPD (Windows 95/98/Me)	\DC49x_DC48x_DC47x_DC46x\ DocuTechPPD49x_9x	Xr490dt3.ppd
Enhanced PPD (Windows NT)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49X_NT_enhanced	xdcs465.ppd
Generic PPD (Windows NT)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49X_NT_standard	xxd4603a.ppd xxd4703a.ppd xxd4803a.ppd xxd4903a.ppd
Generic PPD (Windows 2000)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49x_w2k	xxd4603a.ppd xxd4703a.ppd xxd4803a.ppd xxd4903a.ppd

Table 1-10: PPD Installation Files for DC 490/480/470/460

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



Using Windows Print and Fax Drivers

This chapter describes using the CentreWare print and fax driver features for Microsoft 95/98/Me, NT 4.0 (Standard and Enhanced drivers), and Windows 2000 users. The procedures described are based on printing from Microsoft Word. The procedures for printing from other applications may vary.

Accessing Print and Fax Driver Options

You can access print and fax driver options from the Windows Printers folder (Windows 95/98/Me/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 :

- 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 print and fax driver:
 - *Windows 95/98/Me* — **Properties**
 - *Windows NT 4.0 (Enhanced and Standard)* — **Document Defaults**
 - *Windows 2000* — **Printing Preferences**
- 3 Select the appropriate tabs within the print and fax driver to specify print options.
- 4 Click **Apply** to save your changes.
- 5 Click **OK** to close the print and fax driver.

Printing to the Document Centre

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

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

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

Printing Options

The following section discusses how to access and use popular Document Centre features. These options are contained in the print and fax driver tabs (Enhanced driver) or within a tree structure (Standard driver). For more information on Standard and Enhanced print and fax drivers, see *Print and Fax Driver Types* on page 1-7.

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

2-Sided Printing (Duplex) Option

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

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

Windows 95/98/Me/NT (Enhanced)

► To print a two sided document:

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

Windows NT (Standard)

► To print a two sided document:

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

Accounting Option

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

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

Save Accounting Codes

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

Conceal User ID

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

Conceal Account ID

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

Enabling Accounting

Windows 95/98/Me/NT (Enhanced)

To enable Accounting:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Select the appropriate printer from the list of available printers. Right-click **Properties**.
- 3 On the **User Preferences** tab, check **Enable Accounting**.
- 4 Select any Accounting options desired.
- 5 Click **OK** to close the print and fax driver.
- 6 Close the Printers folder.

Windows 2000/NT (Standard)

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

► **To enable accounting:**

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

Submitting a Print Job with Accounting Enabled

Windows 95/98/Me/NT/2000

► **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.

Banner Sheet

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

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

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

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

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

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

Windows 95/98/Me/NT (Enhanced)

► To deselect a banner sheet in the print and fax driver:

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

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

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

Windows NT (Standard)

► To deselect a banner sheet in the print and fax driver:

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

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

Windows 2000

► To deselect a banner sheet in the print and fax driver:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**.
- 4 Select **Document Options** in the options tree.
- 5 Select **Printer Features** in the options tree.
- 6 Select **Banner Page** and disable.
- 7 Click **OK** to close Advanced Options.
- 8 Click **OK** to exit the printer driver.

Booklet Creation Option

Booklet creation enables you to output documents as small booklets. Two images are printed on both sides of each sheet of paper. The pages are reordered sequentially and are orientated so that when folded, the paging is correct. Each output page can be optionally folded and stapled by the Document Centre to automatically bind the booklet.

NOTE: The Booklet feature is not supported in all Document Centre print and fax drivers.



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

Windows 95/98/Me



To print a booklet:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, select **Booklet Creation** from the Page Layout Options drop-down list (PostScript) or click **Booklet Creation (PCL)**.
- 4 On the **Paper/Output** tab, select booklet folding and stapling options.
- 5 Click **OK** to return to the Print dialog.
- 6 Click **OK** to send your document to print.

Windows NT (Enhanced)



To print a booklet:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout** tab, select **Booklet Creation** from the Page Layout Options drop-down list (PostScript) or click **Booklet Creation (PCL)**.
- 4 On the **Paper/Output** tab, select booklet folding and stapling options.
- 5 Click **OK** to return to the Print dialog.
- 6 Click **OK** to send your document to print.

Windows NT (Standard)



To print a booklet:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 Select **Booklet Layout**, then choose **Enabled**.
- 6 From **Booklet Layout**, select **Fold** and choose either to fold the booklet **On Left** or **On Right** side.
- 7 Select **Printer Features**.
- 8 If available, select **Fold Options**, then select **Booklet Fold**.
- 9 Select a **Stapling** option.
- 10 Click **OK** to close the print and fax driver.
- 11 Click **OK** to print.

Collate/Staple Output Option

These options enable you to collate and/or staple your document sets. The DC 490/480/470/460 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/Me/NT (Enhanced)

► To collate and staple a document:

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

Windows NT (Standard)

► To collate and staple a document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Page Setup** tab.
- 4 Click **Collate Copies**.
- 5 Select the **Advanced** tab.
- 6 Select **Document Options**.
- 7 Select **Printer Features**.
- 8 Select an option from **Stapling**.
- 9 Click **OK** to close the print and fax driver.
- 10 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 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 **Collated**.
- 8 Click **OK** to close the print and fax driver.
- 9 Click **OK** to print.

Cover Option

CentreWare print and fax 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 490/480/470/460 only. On these Document Centre models, when you select **Covers, Front and Back** in conjunction with 2-Sided printing, a blank sheet will be inserted automatically before the back cover if the document contains an odd number of pages. The first two images of your original will print on the front cover and the last two images, including the inserted blank page, will print on the back cover.

Windows 95/98/Me/NT (Enhanced)

► To create covers:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, click **Select Paper** and choose **Covers and Advanced** from the list.
- 4 Select the **Front Cover** tab.
- 5 Select the **Front Cover Different** option and make the appropriate selections for the desired cover for your document.
- 6 Click **OK** to close the print and fax driver. Then click **OK** to print.

Windows 95/98/Me/NT (Standard)

► To create covers:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 Select options from **Covers**, **Cover Media Type**, and **Cover Media Color**.
- 6 Click **OK** to close the print and fax driver.
- 7 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 Click **Advanced**.
- 4 Select **Document Options**.
- 5 Select **Covers** and then select an option for **Front** or **Front and Back Covers** (if available).
- 6 Select the media type and color for the cover.
- 7 Click **OK** to close the print and fax driver.
- 8 Click **OK** to print.

Custom Paper Size Option

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

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

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

Windows 95/98/Me/NT (Enhanced)

► To specify a custom paper size:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click the **User Preferences** tab.
- 4 Under **Paper Size**, click **Custom Sizes**.
- 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 print and fax driver, and then click **OK** to print your document.

Windows 95/98/Me/NT (Standard)

► To specify a custom paper size:

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

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.
- 4 Choose a custom paper size (Custom 1-7) from the **Media** drop-down list.
- 5 Click **Advanced**.
- 6 Select **Paper Output**.
- 7 From the **Paper Size** drop-down list, select **PostScript Custom Page Size**. The PostScript Edit Custom Page Size Definition dialog appears.
- 8 Make selections, such as dimensions and click **OK**.
 - If you need to edit the custom paper size, click **Edit Custom Page Size** which appears to the right of the **Paper Size** drop-down list when the custom size is selected.
- 9 Click **OK** to close Advanced Options.
- 10 Click **OK** to exit the printer driver.

Delayed Print Option

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

Windows 95/98/Me/NT (Enhanced)

► To send a delayed print job:

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

► To send a delayed print job:

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

Mailbox Option

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

NOTE: The mailbox is available on the DC 440/432/425/420 only.

Windows 95/98/Me/NT (Enhanced)

► To specify a mailbox on your Document Centre:

- 1 Select **Start > Settings > Printers**. The Printers folder opens.
- 2 Select the appropriate printer from the list of available printers. Right-click **Properties**.
- 3 On the **System Configuration** tab, select **Mailbox**. Then click **OK**.
- 4 Access the driver again. From the **Paper/Output** tab, open the **Output Destination** list and select a mailbox bin.
- 5 Click **OK** to close the dialog.
- 6 Close the Printers folder.

Windows 2000/Windows NT (Standard)

► To configure 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.

Media Options

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

► To specify media options for printing:

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

Media Configuration on the Document Centre

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

Assigning Media to Trays in the Print and Fax Driver

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

For example, if 3-hole punched paper is loaded into a tray that is assigned to standard white paper, and the print and fax driver uses the tray for standard white paper input, a mismatch occurs. A print job that requires standard white paper will be held in the queue until the correct media needed for the job is loaded in the Document Centre.

If you are using the Bi-Directional Windows NT Standard or Windows 2000 print and fax drivers, the driver automatically detects the media and paper tray assignments. See *Bi-Directional Print and Fax Drivers* on page 1-9 for more information.

► To specify media assignments in the print and fax driver:

- Windows 95/98/Me/NT (Enhanced)

Right-click on a print and fax driver and select **Properties**. Select the System Configuration tab. Under **Paper in this Device**, assign media types to specific trays.



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

CentreWare Monitoring Option

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

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.

Windows 95/98/Me/NT (Enhanced)

► To monitor documents using CentreWare monitoring:

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

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

Windows NT (Standard)

► To monitor documents using CentreWare monitoring:

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

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

Windows 2000

► To monitor documents using CentreWare monitoring:

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

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

N-Up Printing Option

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



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

Windows 95/98/Me/NT (Enhanced)

► **To print multiple images on each page:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, make the appropriate selection in the **Page Layout > N Pages Up** (or **Options**) drop-down list.
- 4 Click **OK** to close the print and fax driver.
- 5 Click **OK** to send your document to the printer.

Windows NT (Standard)

► **To print multiple images on each page:**

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 Select an option from **Page Layout (N-up)**.
- 6 Click **OK** to close the print and fax driver.
- 7 Click **OK** to print.

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.
- 4 Select the number of pages to print on a sheet in **Pages Per Sheet**.
- 5 Click **OK**.
- 6 Click **OK** to print your document.

Professional Finisher Options

The Professional Finisher is an optional finisher which differs from the Standard Finisher with additional features for the Document Centre 490/480/470/460. It adds folding options, as well as stapling and booklet making, that enhance the standard finishing options. The Professional Finisher options include:

- Stapling
- Folding
- Booklet Finishing

NOTE: The Professional Finisher is not available on all Document Centre models or Windows environments.

Stapling

Standard stapling includes single and dual staple positions for portrait and landscape documents. Single stapling places one staple in the upper left corner for both long edge feed (LEF) and short edge feed (SEF) portrait or landscape documents. Dual stapling places a second staple on the lower left side of the document.

NOTE: Stapling positions may vary depending on other selections, such as rotation or multiple-up settings.

Folding

Tri-folding is used to fold letter (8.5 x 11) sized documents to fit into a standard #10 envelope or A4 sized documents to fit into a DL sized envelope.

There are two Tri-Fold configurations that are available:

- C-Tri Fold
- Z-Tri Fold

Typically, select C-Tri Fold for letters and Z-Tri Fold for billing documents.

NOTE: For folding, letter (8.5 x11) or A4 sized paper must be used. Ensure that short edge feed (SEF) is selected for the paper.

Booklet Finishing

Booklet finishing provides folded and/or stapled booklets as output. You specify a booklet as a layout. See *N-Up Printing Option* on page 2-28 for more information. Then, you select booklet folding and/or stapling options from paper options. Each output page is folded and optionally stapled together to bind the booklet.

The following paper sizes may be used for booklets in SEF orientation:

- A4
- Letter (8.5 x 11)
- Legal
- Tabloid
- A3

NOTE: Up to five unstapled sheets or 15 stapled sheets can be folded. If more than 5 unstapled or 15 stapled sheets are requested by a job, folding and/or stapling is disabled and the job is output to an alternate output tray.

Sample Set (Proof Print) Option

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

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

Windows 95/98/Me/NT (Enhanced)

► To print a sample set:

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

After proofing the Sample Set, you can print or delete the remaining sets. To delete or release the remaining sets, see *Releasing or Deleting a Job at the Document Centre* on page 2-34 for instructions on how to delete or release a document.

Windows NT (Standard)

► To print a Sample Set print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 From **Job Type**, select **Sample Set** from the drop-down list.
- 6 Click **OK** to close the print and fax driver.
- 7 Click **OK** to submit your job to the Document Centre. One set of the document prints and the remaining sets are held at the Document Centre.
- 8 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 2-34 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 Click **Advanced**.
- 4 Select **Document Options** in the options tree.
- 5 Select Sample Set for your job type.
- 6 Select **Paper/Output** in the options tree.
- 7 Select the number of copies to print.
- 8 Click **OK** to close Advanced Options.
- 9 Click **OK** to close the print and fax driver.
- 10 Click **OK** to submit your job to the Document Centre. One set of the document prints, and the remaining sets are held at the Document Centre.
- 11 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.

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/Me/NT (Enhanced)

► To print secure documents:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Paper/Output** tab, select **Secure Print** from the **Job Type** drop-down list.
- 4 Click **Secure Print Setup**.
- 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. Click **OK** to submit the print job. The job is held at the Document Centre. See *Releasing a Secure Print Job at the Document Centre* on page 2-37 to print the document.

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

Windows NT (Standard)

► To print a secure document:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 From **Job Type**, select **Secure Print** drop-down list. The Secure Print Setup dialog appears.
- 6 Enter a four-digit identification number in the dialog box.
- 7 Re-enter the same code again to confirm your Secure Print ID.
- 8 Click **OK** to close the Secure Print Setup dialog.
- 9 Click **OK** to close the print and fax driver.
- 10 Click **OK** to submit the print job. The job is held at the Document Centre. See *Releasing a Secure Print Job at the Document Centre* on page 2-37 to print the document.

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

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 Click **Advanced**.
- 4 Select **Document Options** in the options tree.
- 5 Select **Secure Print** for **Job Type**. The Secure Print Setup dialog appears.
- 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 Advanced Options.
- 9 Click **OK** to close the print and fax driver.
- 10 Click **OK** to submit the print job. The job is held at the Document Centre. Perform the following procedure to release the document.

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

Releasing a Secure Print Job at the Document Centre

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

Transparency Separators Option

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

Windows 95/98/Me/NT (Enhanced)

► To specify separators for transparencies:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select **Paper/Output**.
- 4 Click **Select Paper**.
- 5 Do one of the following:
 - Select **Type** and specify **Transparency**.
 - OR-
 - Select the **Document Options** tab and specify a **Transparency Separators** option (blank or printed).
- 6 Click **OK** to close the print and fax driver. Then click **OK** to print.

Windows NT (Standard)

► To specify separators for transparencies:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 Select **Transparency Separators** and select the type (Printed or Blank) from the drop-down list.
- 6 Select color options for the separators from the drop-down list.
- 7 Click **OK** to close the print and fax 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 **Transparency Separators** and specify printed or blank separators.
- 7 Select **Transparency Separator Color** and specify a color for the separators.
- 8 Click **OK** to close Advanced Options.
- 9 Click **OK** to close the print and fax driver.
- 10 Click **OK** in the print dialog.

Watermark Option

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

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

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

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

Printing a Watermark

Windows 95/98/Me/NT (Enhanced)

► To print a watermark:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 On the **Layout/Watermark** tab, 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.

Windows NT (Standard)

To print a watermark:

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

Windows 2000

To print a watermark:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Click **Advanced**.
- 4 Select **Document Options** from the options tree and then select **Watermark**. Click **Properties** and select a watermark.
- 5 Click **OK** to close the dialog.
- 6 Select any other watermark options from the options tree.
- 7 Click **OK** to close Advanced Options.
- 8 Click **OK** to close the print and fax driver.
- 9 Click **OK** to print your document with the watermark.

Creating or Editing a Watermark

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

Windows 95/98/Me/NT (Enhanced)

► To create a watermark:

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

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

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

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

Windows NT (Standard)

► **To create a watermark:**

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

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

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

- 7 Click **OK** to close the Watermark Editor.
- 8 Click **OK** to close the Watermark Selector dialog.
- 9 Click **OK** to close the print and fax driver.

► **To create a watermark:**

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

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

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

- 7 Click **OK** to close the Watermark Editor.
- 8 Click **OK** to close Advanced Options.
- 9 Click **OK** to close the print and fax driver.
- 10 Click **OK** to print your document with the watermark.

Faxing

Sending a fax from the CentreWare print and 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 440/432/425/420 models with the Fax option installed. Network Fax options can be configured on other Document Centre models with third-party applications.

Windows 95/98/Me/NT (Enhanced)

► **To send a fax:**

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

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

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

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

Windows NT (Standard)

► To send a delayed print job:

- 1 Open your document and choose **File > Print**.
- 2 Select the appropriate printer from the list of available printers. Click **Properties**.
- 3 Select the **Advanced** tab.
- 4 Select **Document Options**.
- 5 From **Job Type**, select **Fax** from the drop-down list.
- 6 Click **OK** to return to the print dialog.
- 7 Click **OK** to submit the fax. The Xerox LAN Fax Setup appears.
- 8 Use the features within these tabs to create fax recipient(s) lists and for setting fax options.
- 9 Click **OK** to send the fax.
- 10 For information on Faxing with the Fax Phonebook, see *Using the Fax Phonebook* on page 3-1.

Windows 2000

NOTES: 1) To fax in Windows 2000 on NetWare networks, you need to install and use the NT 4.0 print and fax driver.

2) 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 print and fax 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 **OK**. 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 print and fax driver.

- 8 Click **OK** to send.



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 print and fax driver. You can access the Fax Phonebook from the Fax Setup dialogs that are displayed when you send a fax job.

If you have CentreWare Network Services installed, you can access the Fax Phonebook from the Windows Start Menu or from a shortcut on the Windows desktop.

► **To access the Fax Phonebook from CentreWare Network Services:**

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

The Fax Phonebook opens.

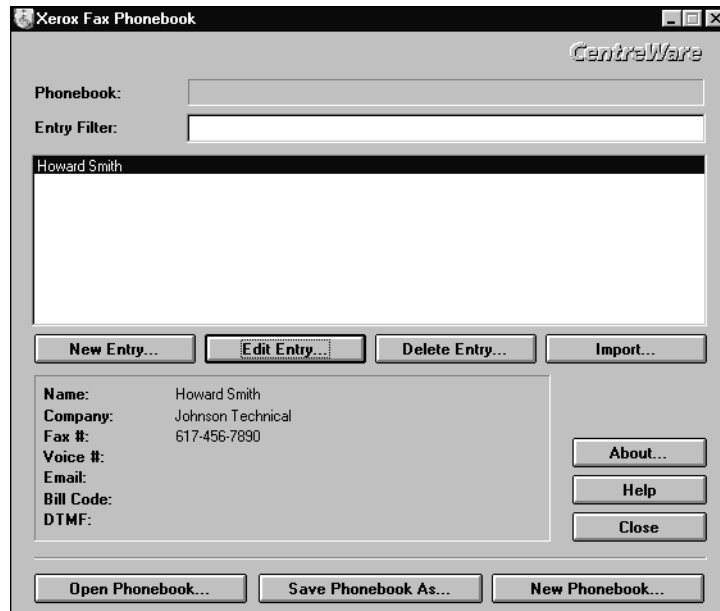


Figure 3-1: CentreWare Fax Phonebook

NOTE: The Fax Phonebook allows you to enter and save data needed for sending faxes to recipients. However, you cannot actually send a fax until you open a document in an application and follow the procedure for sending a fax. See *Faxing* on page 2-45 for more information on how to send a fax.

Features of the Fax Phonebook

The following features are available with the Fax Phonebook:

- **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, Windows, and UNIX text files.
- **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.

- **New Phonebook**—creates a new phonebook with a file name and directory location that you specify.
- **Manage Phonebook Entries**—creates, deletes, or modifies fax recipient information in the phonebook.

Adding Entries

Individuals and groups to whom you regularly send faxes may be added to a Phonebook.

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 (required) and fax number (required), 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

Individuals must be entered into a phonebook before a group can be created.

► 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**.

Importing Entries

You can import phonebook entries from other sources, such as Macintosh, Windows, and UNIX files. The Fax Phonebook supports text (.txt) or comma separated value (.csv) files. When you import a phonebook file from another source, you specify the fields and delimiters for the information.

► To import a file into the Fax Phonebook:

- 1 Access the Fax Phonebook.
- 2 On the Phonebook Tab, open an existing Phonebook.
- 3 Click **Edit**.
- 4 Click **Import**.
- 5 Type the name or browse for the desired file (.txt or .csv).
- 6 From the drop-down list, select a field that matches an existing field in the file. Click **Insert Field**. The field is added to the Import Order List. Repeat this step for all the information in the file. Select **<Ignore>** to skip and not import an existing field. Use the up or down arrows to move the fields in the list. To delete a field from the list, click **Remove Field**.
- 7 Select a field delimiter. Field delimiters separate the information in a file's individual fields and can be a comma, new line, space, or a tab. Select the field delimiter that is used in the import file.
- 8 Select a record delimiter. Record delimiters separate the information records within a file. A record contains all the field information for an entry. A record delimiter can be a new line, two new lines, a tab, or a space.

NOTE: Field and record delimiters must be unique or the file information will be incorrectly imported.

- 9 When finished, click **OK** to import the file.

Faxing Documents

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

NOTE: See *Faxing* on page 2-45 for complete information on Faxing in Windows environments.

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

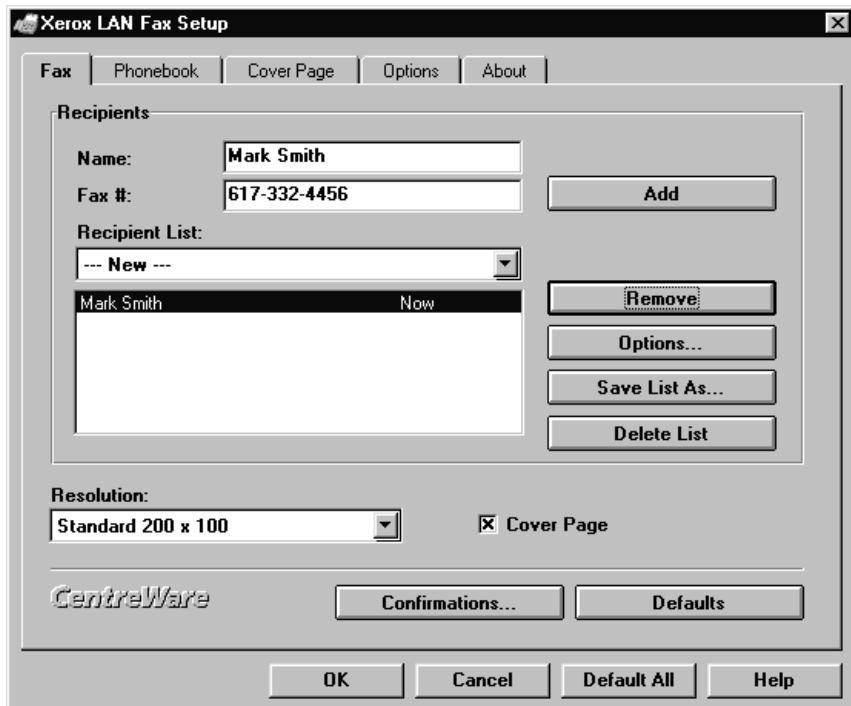


Figure 3-2: Fax Tab

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

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

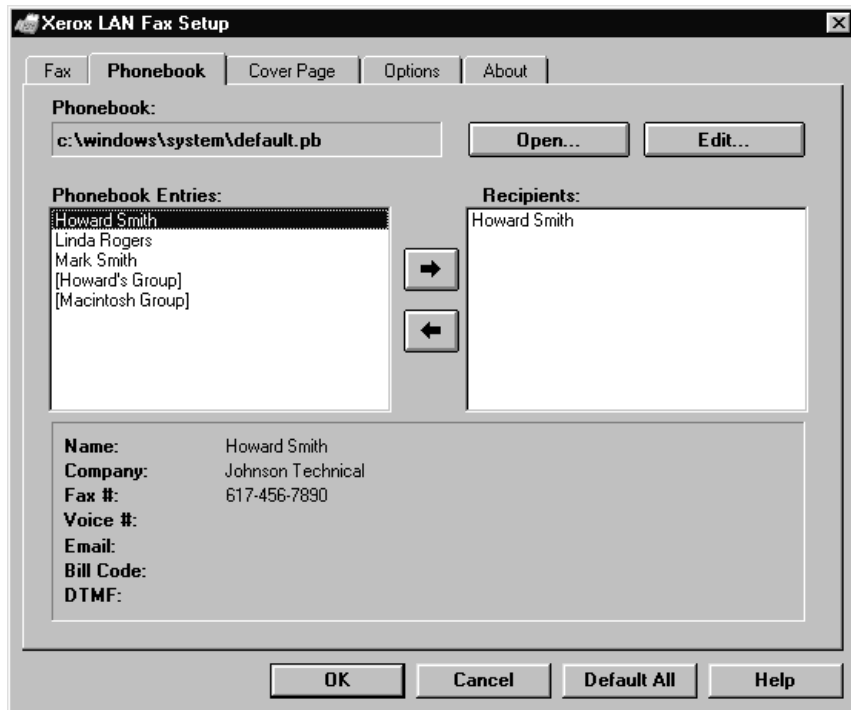


Figure 3-3: Phonebook Tab

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

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

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



Installing and Using the Font Management Utility

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

Installing the Font Management Utility

► To install the utility:

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

The installation is complete.

Uninstalling the Font Management Utility

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

► **To uninstall the utility:**

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

The Font Management Utility is removed from your system.

► **To modify the utility:**

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

► **To repair the utility:**

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

Accessing the Font Management Utility

► To access the utility in Windows 95/98/NT:

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

Using the Font Management Utility

Printer List

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

Selecting a Printer

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

Printing a Printer's Font List

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

PCL Font List

► **To print a list of PCL fonts:**

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

PostScript Font List

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

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

Working with Font Lists

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

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

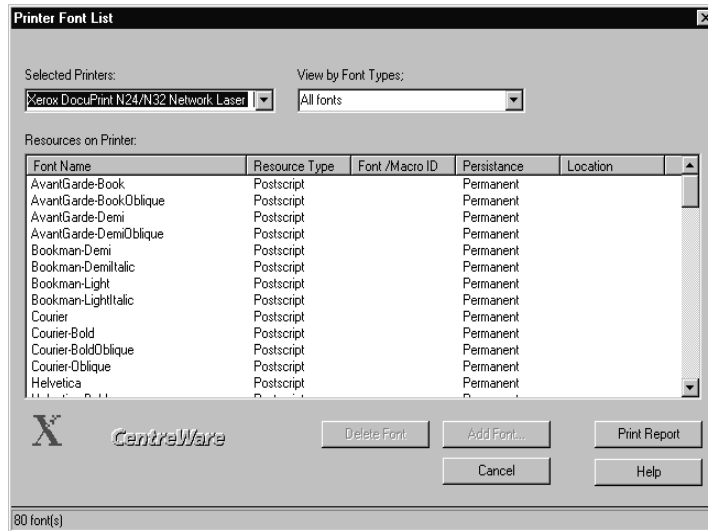


Figure 4-1: Font List Screen

Valid Fonts

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

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

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

The following fonts are downloadable by the Font Download Utility:

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

Viewing a Font List

► To view a font list for a selected printer:

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

Editing a Font List

Deleting a Font

► To delete a font:

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

NOTE: Permanent base fonts cannot be deleted from printers.

Adding a Font

► **To add a font:**

- 1 On the main Font Management Utility screen, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List screen appears.
- 3 Click **Add Font**.

The Manage Resources screen displays, enabling you to add fonts to the printer by downloading or perform other font management activities.

Printing a Font List or View

You can print the font list or view that you have selected and displayed in the Printer Font List screen. There are two choices for printing the list:

You can print a system font list from a selected printer, which prints a sample of the actual fonts, or simply print the font names in the displayed font list on any printer.

► **To print a font list or view:**

- 1 On the main Font Management Utility screen, select a printer.
- 2 Click **View/Edit Font List**. The Printer Font List screen appears.
- 3 For a selected printer, select the desired filter for the font list.
- 4 Click **Print Report**. Select type of listing from menu.

The font list or view prints.

Manage Resources

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

View Resources

- **To view a listing of resources:**
- 1 On the main Font Management Utility screen, select a printer, then click **Manage Resources**. The Manage Resources screen opens.
 - 2 Select a printer in the Selected Printer list box.
 - 3 Click the location in the printer for the resources, either Printer Hard Disk or optional Printer Flash (SIMM) if available.

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

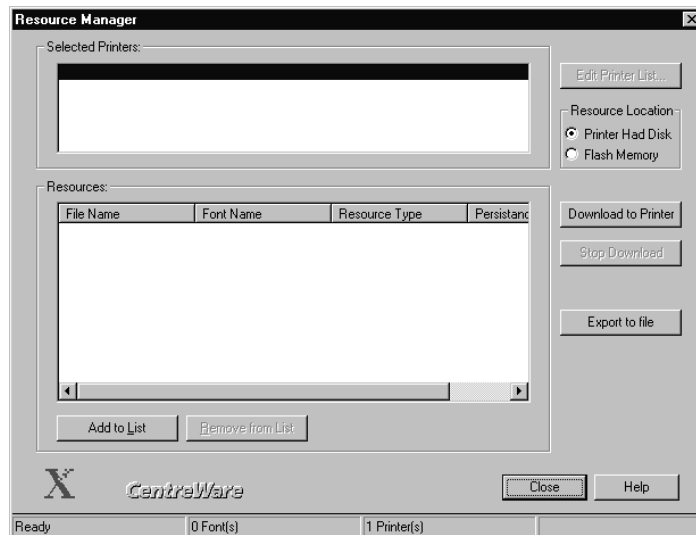


Figure 4-2: Resource Manager Screen

Edit Resources

You can change the fonts that are listed in the Manage Resources screen by adding or removing fonts from the resources list.

Removing Fonts from the Resources List

► **To remove a font:**

- 1 In the resources list box, select the fonts that you wish to delete.
- 2 Click **Remove from list**.
- 3 Confirm that you want to remove the fonts by clicking **Yes** in the confirm dialog.
The fonts are deleted.

Adding Fonts to the Resources List

► **To add a font:**

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

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

Editing the Printer List

► **To change the printers that are listed in the Manage Resources screen:**

- 1 On the Manage Resources screen, click **Edit Printer List**.
- 2 Select or deselect printers by clicking the check box next to the printer name.
- 3 Click **Apply**.

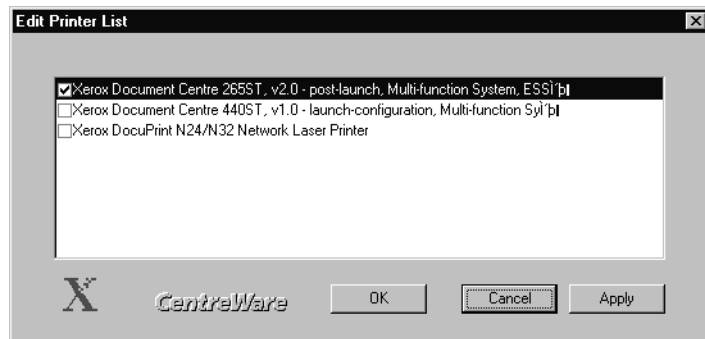


Figure 4-3: Edit Printer List Dialog

Downloading Fonts to a Printer

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

► To download fonts:

- 1 On the Manage Resources screen, select the printers to which you want to download fonts. The Font Management Utility will indicate the remaining space for download on each of the selected printers.
- 2 Select the **Resource Location** to which the fonts will be downloaded, either Printer Hard Disk or optional Printer Flash (SIMM) if available.
- 3 Select the fonts that you want to download. The Font Management Utility displays the names, IDs, types, and status of the fonts to be downloaded and the size of each font file. The total size of all the fonts to be downloaded will also be displayed. If Windows True Type Fonts are selected, the utility prompts you to designate which interpreters (PCL or PostScript or both) for which the fonts are to be made available.
- 4 Click **Download to Printers**.

The selected fonts begin downloading to the selected printers. The Font Management Utility performs a validity check on fonts that are downloading. A message appears stating that this check is processing.

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

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

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

Exporting Fonts to a File

► To export fonts to a .prn file:

- 1 On the Manage Resources screen, select the fonts that you want to export.
- 2 Select the **Resource Location** to which the fonts will be downloaded, either Printer Hard Disk or optional Printer Flash (SIMM) if available.
- 3 Click **Export to File**.
- 4 In the Save As dialog that appears, type the file name and the directory location for the file. Click **OK**.

The .prn file is saved with the specified font information.

Stop Download or Export during Processing

► To stop the font downloading or exporting file process:

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

The download or export process is cancelled.



Installing and Using the Xerox TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare print and fax standard drivers (Windows NT/2000) and for printing in Windows using LPR or Port 9100.

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

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

Installing the TCP/IP Port Monitor

If you install the port monitor on a Windows NT/2000 print server, all workstations will support Bi-Directional communications (Bi-Di).

NOTE: At this time, only Windows NT/2000 standard print and fax drivers have Bi-Di capabilities when installed in a TCP/IP network environment. Check the Xerox website for future releases of Bi-Di print and fax drivers for other network environments.

► To install the port monitor:

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.
- 2 Click **Utilities**.
- 3 Click **Install Port Monitor**.
- 4 Select **Install/Upgrade Port Monitor**. Click **OK**.
- 5 At the prompt to stop the Windows print spooler, click **OK**. The Windows print spooler must be stopped before the appropriate extension file can be removed for the install. The spooler is restarted when the installation is completed.
- 6 The files are copied to the server. On the success dialog, click **OK**.

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

Upgrading the TCP/IP Port Monitor

► To upgrade the port monitor:

- 1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.
- 2 Click **Utilities**.
- 3 Click **Install Port Monitor**.
- 4 Select **Install/Upgrade Port Monitor**. Click **OK**.
- 5 At the prompt to stop the Windows print spooler, click **OK**. The Windows print spooler must be stopped before the appropriate extension file can be removed for the upgrade. The spooler is restarted when the upgrade is completed.
- 6 The files are copied to the server. On the success dialog, click **OK**.
- 7 The port monitor is upgraded.

Uninstalling the TCP/IP Port Monitor

► **To uninstall the port monitor:**

- 1 Disconnect all printers from TCP/IP ports. A warning appears if any printers are connected, indicating that the uninstall process cannot continue.
- 2 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.
- 3 Click **Utilities**.
- 4 Click **Install Port Monitor**.
- 5 Select **Remove Port Monitor**. Click **OK**.
- 6 The files are removed from the server. At the success prompt, click **OK**.

The port monitor files and registry entries are removed.

Xerox Add TCP/IP Printer Port Wizard

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

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

Accessing the Wizard



To access the wizard:

- 1 Select **Start>Settings>Printers**.
- 2 Right-click on the desired printer and select **Properties**.
- 3 Select the **Ports** Tab.
- 4 Click **Add Port**.
- 5 Select **Xerox TCP/IP Port** and click **New Port**. The Xerox Add TCP/IP Printer Port Wizard opens.

Adding and Configuring a TCP/IP Port

► To add and configure a port using the wizard:

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

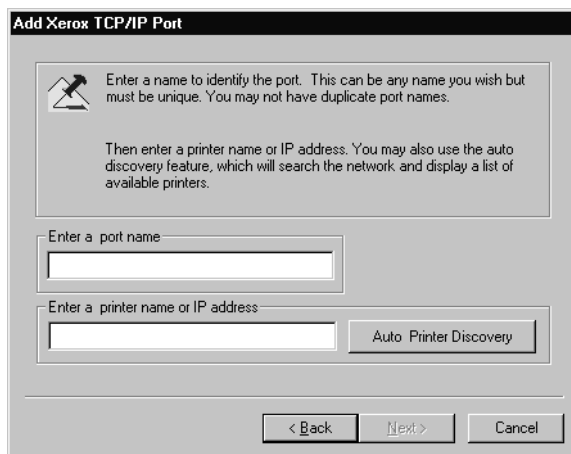


Figure 5-1: Add Xerox TCP/IP Port Screen

- 2 Type a name for the printer port. This name can be up to 50 characters in length and must be unique. The port name cannot match any other port name that is configured on your network.

NOTE: The Windows print spooler maximum name length may be less than 50 characters.

- 3 Perform one of the following steps:
 - Type the desired printer's DNS name or IP address.OR
 - Click **Auto Printer Discovery** if you do not know the printer's DNS name or IP address.

Automatic Discovery

The Auto Printer Discovery process initially performs a local search on the network for printers. When finished, a dialog displays a list showing the results.

- a) If the desired printer is not found, click **Subnets** to extend the search. The Subnets dialog appears, which enables you to extend the search for printers on your network.
- b) Enter Subnet Mask or Subnet Addresses to refine the search. Click **Add** to add the Subnet information to the Subnet Address List.
- c) When finished, click **OK** to perform the subnet search. The Auto Printer Discovery returns IP address(es) for printers found in the subnet search. Click **Refresh** to update the screen.

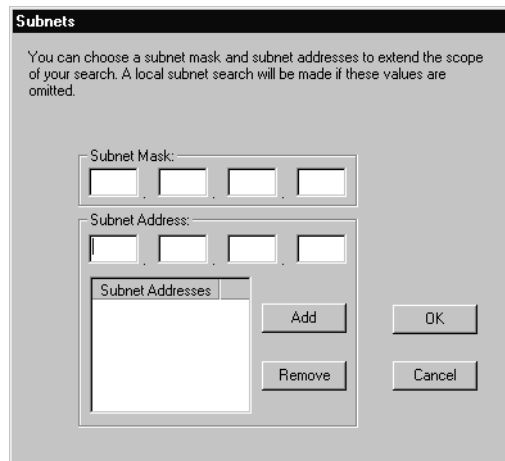
The image shows a dialog box titled "Subnets". Inside the dialog, there is a text box with the following text: "You can choose a subnet mask and subnet addresses to extend the scope of your search. A local subnet search will be made if these values are omitted." Below this text, there are two groups of input fields. The first group is labeled "Subnet Mask:" and contains four small text boxes separated by dots. The second group is labeled "Subnet Address:" and contains three small text boxes separated by dots. Below these input fields, there is a list box titled "Subnet Addresses" which is currently empty. To the right of the list box are two buttons: "Add" and "Remove". To the right of the "Add" and "Remove" buttons are two more buttons: "OK" and "Cancel".

Figure 5-2: Subnets Screen

- 4 Choose a printer and click **OK** to return the printer IP address to the Add Xerox TCP/IP Port Screen.

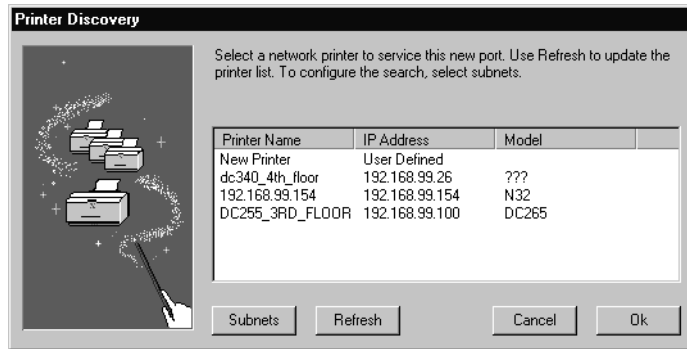


Figure 5-3: Printer Discovery Screen

- 5 Click **Next**. The port is automatically configured. The settings are displayed on the Completing screen.

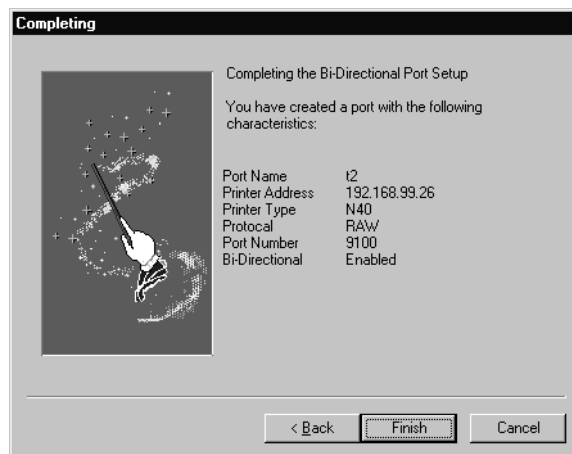


Figure 5-4: Completing Screen

- 6 If all the setting are correct, click **Finish**.
- 7 If the printer cannot be found, an additional information screen appears.

Printer Cannot be Found

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

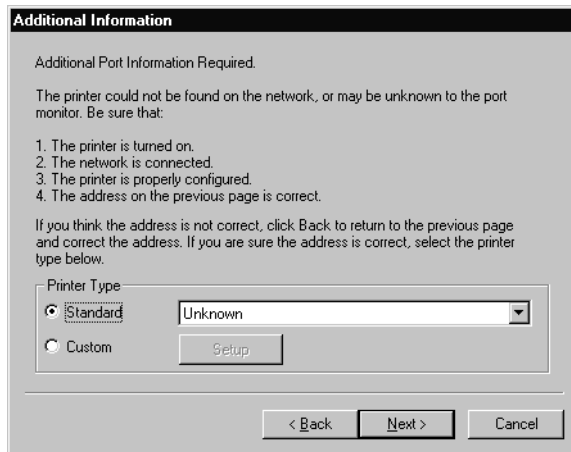


Figure 5-5: Additional Information Screen

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

1 Perform one of the following procedures:

- a) If you know the printer type, click **Standard** and select a printer type from the drop-down list.

Click **Next**. The port is configured. The settings are displayed on the completion screen.

If all the setting are correct, click **Finish**.

OR

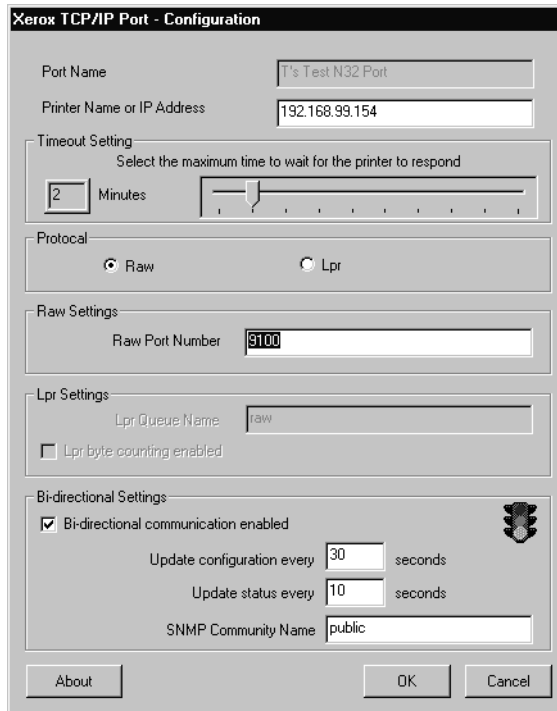
- b) If the printer type is not listed in the Standard drop-down list, click **Custom**. The Xerox TCP/IP Port - Configuration screen appears, on which you can manually configure the port settings.

Manually Configuring a TCP/IP Port

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

► **To configure a TCP/IP port:**

- 1 Select **Start>Settings>Printers**.
- 2 Select the Ports Tab (Windows NT).
- 3 Select the Xerox TCP/IP Port that you want to configure or edit.
- 4 Click **Configure Port**. The Xerox TCP/IP Port - Configuration dialog appears.



The image shows the 'Xerox TCP/IP Port - Configuration' dialog box. It has a title bar with the text 'Xerox TCP/IP Port - Configuration'. The dialog is divided into several sections: 'Port Name' with a text box containing 'T's Test N32 Port'; 'Printer Name or IP Address' with a text box containing '192.168.99.154'; 'Timeout Setting' with a label 'Select the maximum time to wait for the printer to respond', a spin box set to '2', and the word 'Minutes'; 'Protocol' with two radio buttons, 'Raw' (selected) and 'Lpr'; 'Raw Settings' with a label 'Raw Port Number' and a text box containing '9100'; 'Lpr Settings' with a label 'Lpr Queue Name' and a text box containing 'RAW', and an unchecked checkbox 'Lpr byte counting enabled'; and 'Bi-directional Settings' with a checked checkbox 'Bi-directional communication enabled', a traffic light icon, 'Update configuration every' with a spin box set to '30' and the word 'seconds', 'Update status every' with a spin box set to '10' and the word 'seconds', and 'SNMP Community Name' with a text box containing 'public'. At the bottom are three buttons: 'About', 'OK', and 'Cancel'.

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

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

Deleting a TCP/IP Port

► **To delete a TCP/IP port in Windows NT:**

- 1 Select **Start>Settings>Printers**.
 - 2 Right-click on the desired printer and select **Properties**.
 - 3 Select the Ports Tab.
 - 4 Select the TCP/IP port to delete.
 - 5 Click **Delete Port**.
 - 6 On the confirm dialog, click **Yes** to delete the selected port.
- The port is removed.



Installing and Using the TIFF Submission Tool

The TIFF Submission Tool enables 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.

Supported Document Centres

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

- DC 490/480/470/460

NOTE: Only the latest versions that are compatible with CentreWare 5.3 provide the required TIFF Interpreter. Check your Document Centre configuration to confirm this requirement.

Installing the TIFF Submission Tool

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

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

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

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 RIP (Raster Image Processor) to process TIFF and PDF files very quickly.

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.

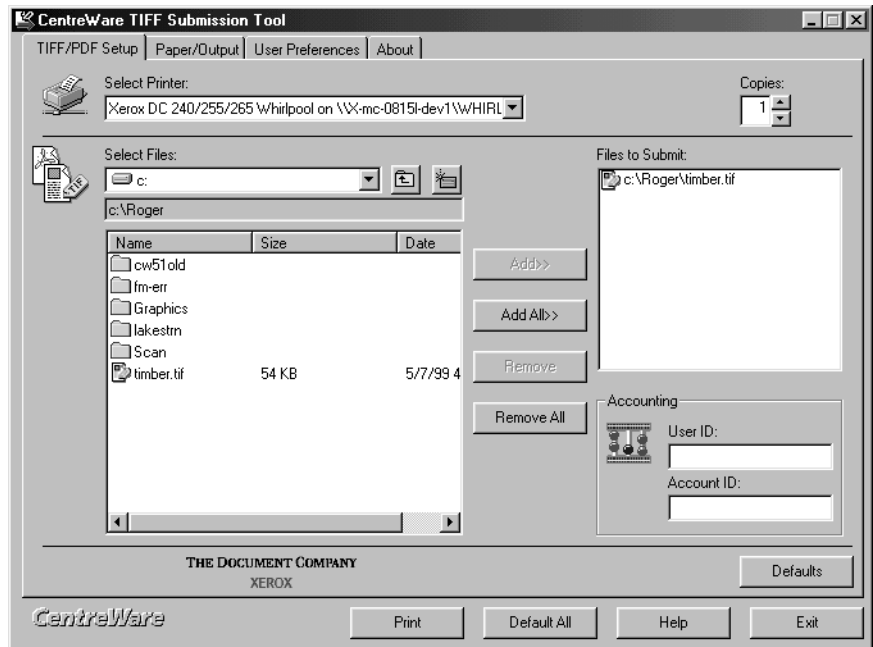


Figure 6-1: TIFF Setup

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.

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

Paper/Output Options

► To use the Paper Output Options:

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

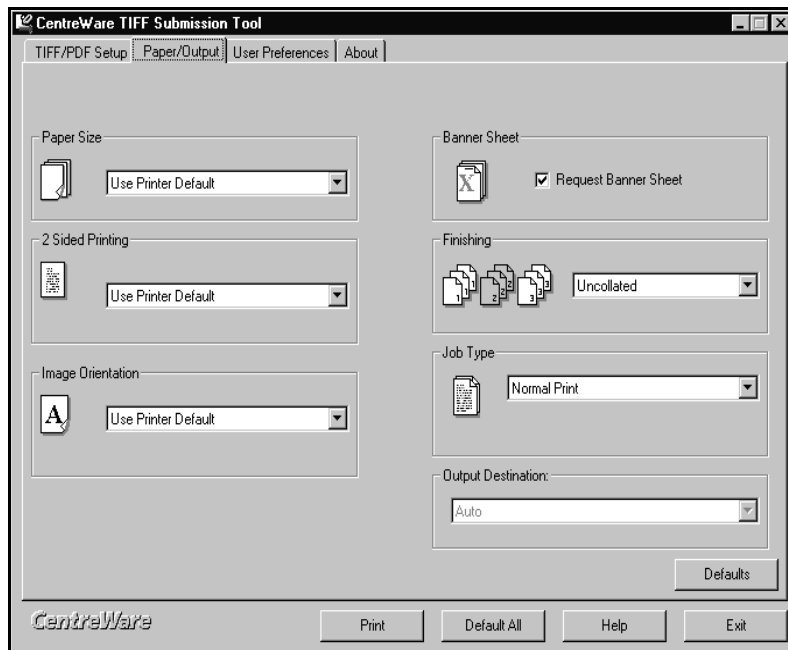


Figure 6-2: Paper/Output Options

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/PDF Setup tab.

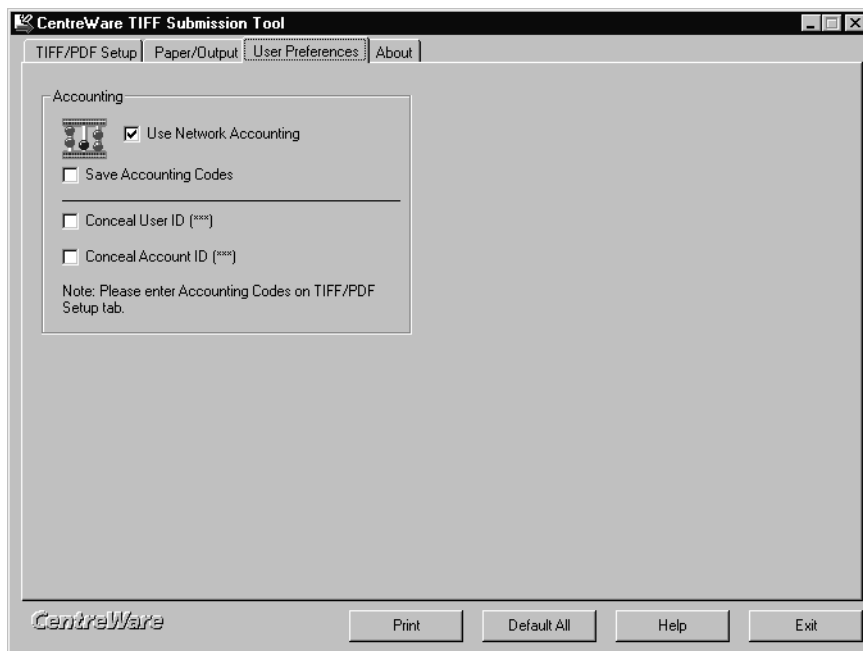


Figure 6-3: Accounting Options



Problem Solving

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

Troubleshooting a Problem

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

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

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

Common Issues

This section discusses some common application and print and fax driver functionality issues.

Adobe Acrobat Printing

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

AdobePS 4.3.1 Compatibility Issues

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

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

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

Table 7-1: Application and CentreWare Print and Fax Driver Feature Issues

Booklet and Multiple-Up (N-up) Printing

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

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

Custom Paper Sizes in Windows NT

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

Euro Symbol

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

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

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

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

PDF Printing

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

Microsoft Applications

Excel

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

PowerPoint

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

Word 6.0

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

PCL Print and Fax Driver

Raster Mode

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

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

Print Colored Text in Black

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

Watermark Prints in Foreground Instead of Background

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

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

Sample Set Not Supported in Framemaker

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

Watermarks

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

WordPerfect

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

Frequently Asked Questions

■ How do I obtain print and fax drivers?

Print and fax drivers are available on the CentreWare Print and Fax Drivers CD-rom or from the CentreWare website at www.Xerox.com. See *Obtaining Print and Fax Drivers* on page 1-5 for more information.

■ How do I determine what print and fax driver is needed?

The following information is necessary to determine the correct print and fax driver:

- model of the Document Centre, for example, DC 440
- operating system environment, for example, Windows NT
- type of print and fax driver, for example, PostScript or PCL.

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

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

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

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