THE DOCUMENT COMPANY
# XEROX®

# Features
## Guide

# Contents

# Printer Components

This section covers:

- Base configuration components — see page 1.
- Internal components — see page 2.
- Printer options — see page 3.

# Base configuration components

## Front view of base configuration



P4400-94
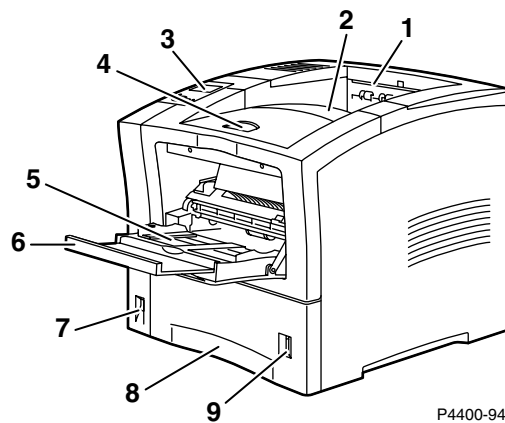
1. Paper exit slot
2. Standard Output Tray
3. Front panel
4. Front cover release
5. Multi-Purpose Tray
6. Multi-Purpose Tray extension
7. Power switch
8. Tray 1
9. Paper level gauge

## Rear view of base configuration



P4400-95
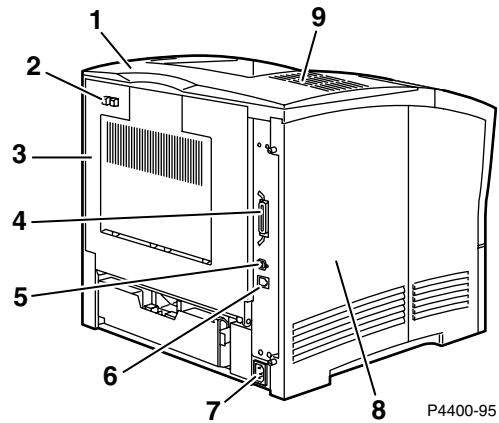
1. Option cover
2. Rear cover release
3. Rear cover (shown closed)
4. Parallel connector
5. USB connector
6. Ethernet UTP connector
7. Power cord receptacle
8. Left cover
9. Ventilation slots

# Internal components



P4400-98



P4400-99
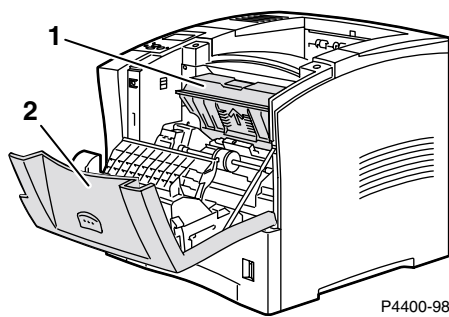
1. Print Cartridge
2. Front cover (shown open)
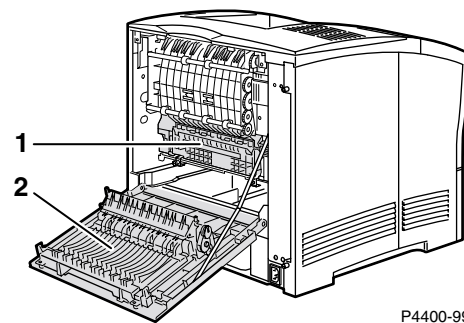
1. Fuser Cartridge
2. Rear Cover (shown open)

# Printer options

In addition to the options shown on the following pages, other available options include:

■     Internal hard drive

■     Additional memory

■     16 Mbytes Flash Memory DIMM

■     Phaser 4400B to 4400N upgrade

For part numbers and information about these options as well as consumables and paper, refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** or link to the Xerox supplies web site at: www.xerox.com/officeprinting/4400supplies.

## Front view of printer options
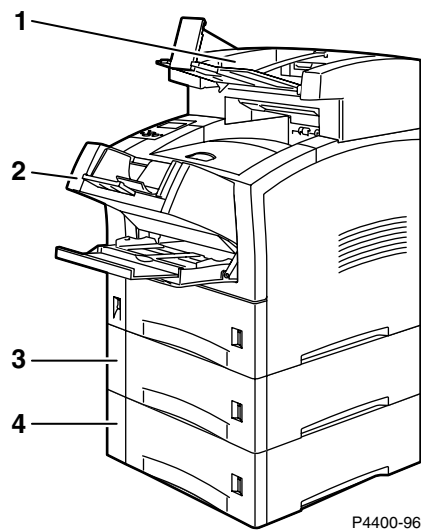


P4400-96

**1.**    500-Sheet Stacker

**2.**    Envelope feeder

**3.**    550-sheet feeder with tray

**4.**    550-sheet feeder with tray

# Rear view of printer options
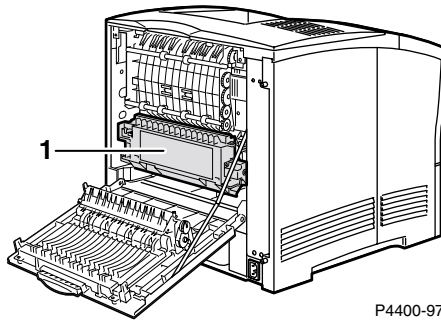


P4400-97

**1.** Automatic duplex unit

# Front Panel Usage

## Front panel description

The front panel:

■ Displays the printer's operating status (`Printing`, `Ready to Print`, etc.).

■ Alerts you to load paper, replace consumables, and clear jams.

■ Enables you to access tools and information pages to help troubleshoot problems.

■ Enables you to change printer settings and network settings; driver settings override the printer's front panel settings.

■ Enables you to print Secure Print, Proof Print, and Saved Print jobs that you have stored on the printer's optional hard disk. For more information, see the printer driver help or the *Driver Features* section of the *Features Guide* on the **Interactive Documentation CD-ROM**.

■ Whenever you insert paper in a tray, alerts you to select the paper type so that the correct fuser setting is used. For more information, see the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
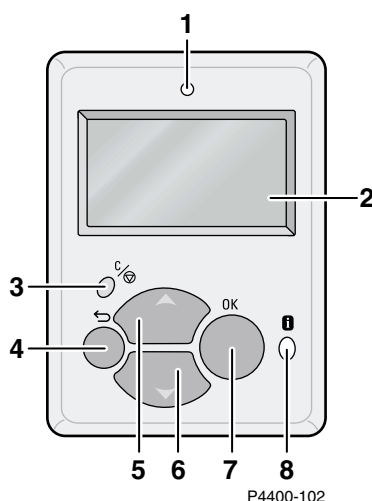


P4400-102

| 1 | Status indicator light | 5 | **Up Arrow** key |
|---|---|---|---|
| | Blinks = Printer is busy | | Scrolls upward through the menus |
| | Green = OK | 6 | **Down Arrow** key |
| | Yellow = Warning, continues to print | | Scrolls downward through the menus |
| | Red = Problem, stops printing | | |
| 2 | Graphic front panel display | 7 | **OK** key |
| 3 | **Cancel Print** key | 8 | **Information** key |
| 4 | **Back** key | | Provides additional details about the current display message, such as jam clearing instructions |

# Menu Map

For a complete list of printable pages, print the Menu Map:

1. Select **Menus** on the front panel and press the **OK** key.

2. Select **Print Menu Map** and press the **OK** key.

# Accessing printable pages

Access these pages from the **Printable Pages Menu** (or the **Support Menu**):

1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

2. Scroll to menu item for the desired printable page (such as **Print Paper Tips Page**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

# Error Messages

When there is a problem with the printer, the front panel display (1) shows the error message. Press the **i** button (2) for more information about the error message and ways to solve the problem.



P4400-113

**Print Menu Map**
*Prints this page*

**Supplies Info Menu** —
*Provides supplies usage information*

Print Paper Tips Page
Print Cartridge Toner Life

Fuser Life
Reset Fuser Life

Total Print Count

**Connection Setup Menu**
*Provides tools to help connect the printer*

Print Connection Setup Page
Print Configuration Pages
TCP/IP Address Menu *
TCP/IP *

CentreWare IS*
EtherTalk*
NetWare *
Set IPX Frame Type *

IPP*
SLP*
SSDP *
Set Ethernet Speed *

Parallel Setup Menu
USB Setup Menu
Reset Connection Setup

**Printer Setup Menu**
*Provides tools to set up the default printer behavior*

Print Configuration Pages
Set Front Panel Language
**Tray Setup Menu** —
Intelligent Ready
Startup Page
Set Front Panel Intensity
Set Front Panel Contrast
Set Power Saver Timeout
Set Load Paper Timeout

MPT Setup Menu
Envelope Feeder Setup Menu[2]
Tray 1 Setup Menu
Tray 2 Setup Menu [2]
Tray 3 Setup Menu [2]
Set Custom Units
Set Tray Sequence
Fuser Configuration Menu

Output Tray Switch [3]
Low Toner Prints
**Job Defaults Menu** —
Accessible Front Panel
**Reset Printer Setup Menu** —

Set Paper Source
Set Paper Destination [3]
Job Offset [3]
Set 2-Sided Printing [4]
Set Print Quantity
Set Print-Quality Mode
**PostScript Job Defaults Menu** —
**PCL Job Defaults Menu** —
Reset Job Defaults

Reset Printer Setup NOW
Power Saver
Metric Defaults

Error info
Image Smoothing
Edge-to-Edge Printing

Set Font Number
Set Pitch
Set Point Size
Select Symbol Set
Set Orientation
Set Form Length
Line Termination
Edge-to-Edge Printing

**Printable Pages Menu**
*Provides a list of all of the pages stored in the printer for easy printing*

Proof Print Jobs [1]
Saved Print Jobs [1]
Secure Print Jobs [1]
Office Demonstration
2-Sided Demonstration [4]
Print PCL Font List
Print PostScript Font List
Print Test Prints

Print Disk Directory[1]
Print Flash Directory [5]
Print Usage Profile
Print Configuration Pages
Print Help Guide
Print Diagnostics Pages
Print Paper Tips Page

Print Connection Setup Page
Print Startup Page
Print Menu Map
**Service Pages Menu** * —

Print NetWare Start Log
Print NetWare Runtime Log
Print TCP/IP Start Log
Print TCP/IP Runtime Log
Print AppleTalk Start Log
Print AppleTalk Runtime Log
Print Hardware Start Log

**Support Menu** —
*Provides tools and information on troubleshooting the printer*

Print Help Guide
**Printer Identification** —
**Improve Print Quality?** —

Model
Printer Name
Print Server *
IP Address *
Select for Installation *
Serial #
Activation Date

Print Diagnostics Pages
Print Paper Tips Page

**Network Questions?** *
**Supplies Info Menu**
*same as above*
**Resolve Paper Jams?** —

Print Connection Setup Page
Print Configuration Pages
Print NetWare Start Log
Print NetWare Runtime Log
Print TCP/IP Start Log
Print TCP/IP Runtime Log
Print AppleTalk Start Log
Print AppleTalk Runtime Log
Print Hardware Start Log
PostScript Error Info
Reset Connection Setup

Print Paper Tips Page
Online Jam Prevention Guide

**Usage Profile Menu** —
**Service Tools Menu** —

Print Usage Profile
Email Full Report *
Email Job Report *

Reset NVRAM
Fault History
Hexadecimal Mode

Items marked with * do not appear on the 4400B.

**Optional Features Legend:**
Requires optional
1 Hard drive
2 Trays
3 Stacker
4 Duplex unit
5 Flash DIMM

**Page 1 of 1**

# XEROX
## NETWORK PRINTERS

# Driver Features

This section covers the following:

- Print-quality modes — see page 8.
- Secure prints, proof prints, and saved prints — see page 11.
- Separation pages — see page 14.
- Printing multiple pages to a single sheet (N-up) — see page 15.
- Booklet printing — see page 16.
- Negative and mirror images — see page 18.
- Scaling — see page 19.
- Auto Fit — see page 20.
- Watermarks — see page 21.
- Image smoothing — see page 23.
- Custom size paper — see page 24.
- Cover pages — see page 28.

# Print-quality modes

You can choose among two print-quality modes to obtain the best combination of speed and print quality for your job. Other printing options are also available.

| Print-quality mode |
| --- |
| **600x600 dpi** |
| ■ General-purpose mode for high-speed printing. |
| ■ Suitable for most office use. |
| **True 1200x1200 dpi** |
| ■ Highest-quality prints. |
| ■ Unavailable in the Phaser 4400B model. |

| Other printing options |
| --- |
| **Draft** |
| ■ Reduces the amount of toner placed on the page. |
| ■ Causes pages to be printed lighter. |
| **Fax Friendly Black** |
| ■ Changes shades of gray to textured patterns of black and white. |
| ■ Available upon request; for more information, contact Xerox Customer Support. |

## Maximum speed

For all print-quality modes, the maximum speed is the following:

■ Plain letter-sized paper: up to 26 ppm

■ Plain A4-sized paper: up to 25 ppm

The approximate number of pages per minute (ppm) does not include I/O or image processing time. Two-sided (duplex) jobs, complex jobs, and jobs with fuser temperatures other than Medium can run at a slower speed.

## Selecting a print-quality mode

| Operating System | Driver | Instructions |
| --- | --- | --- |
| **MacOS 8 / MacOS 9** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** In the **Print** dialog box, select the **Print Quality** pull-down menu. |
| | | **3.** Select the desired mode for **Quality**. (For **Draft Mode**, click the **Advanced Options** tab.) |
| **MacOS X** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** In the **Print** dialog box, select the **Printer Features** pull-down menu. |
| | | **3.** Select the **Print Quality** tab. |
| | | **4.** Select the desired mode for **Quality**. (For **Draft Mode**, click the **Advanced Options** tab.) |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Setup** tab under **Print Quality**, select **600x600 dpi** or **True 1200x1200 dpi**. (For **Draft Mode**, click **More Layout Options**.) |
| **Windows 95**, **Windows 98**, or **Windows Me** | PCL5e | PCL5e supports only 600x600 dpi and draft mode. |
| | | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** Click **More Layout Options** to change the **Draft** option. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PCL6 | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Image Options** tab under **Print Quality**, move the slider to **600x600 dpi** or **True 1200x1200 dpi**. (For **Draft**, click **More Layout Options** on the **Setup** tab.) |
| **Windows 2000** or **Windows XP** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Paper/Quality** tab under **Print Quality**, select **600x600 dpi** or **True 1200x1200 dpi**. (For **Draft Mode**, click the **Advanced** button on the **Layout** tab and change the setting under **Document Options** and **Printer Features**.) |

## Selecting a print-quality mode (Continued)

| | | |
|---|---|---|
| **Windows NT** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Paper/Quality** tab under **Print Quality**, select **600x600 dpi** or **True 1200x1200 dpi**. (For **Draft Mode**, click the **Advanced** tab and change the setting under **Document Options** and **Printer Features**.) |
| **Windows 2000** or **Windows XP** | PCL5e | PCL5e supports only 600x600 and draft mode. |
| | | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Advanced** button on the **Layout** tab. |
| | | **3.** Under **Document Options** and **Printer Features**, select the **Draft Mode** option. |
| **Windows NT** | PCL5e | PCL5e supports only 600x600 and draft mode. |
| | | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Advanced** tab. |
| | | **3.** Under **Document Options** and **Printer Features**, select the **Image Quality** option. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL6 | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Image Options** tab under **Print Quality**, select **600x600 dpi** or **True 1200x1200 dpi**. (For **Draft**, click **More Layout Options** on the **Setup** tab.) |

# Secure prints, proof prints, and saved prints

These features are available if your printer has an internal hard drive. Choose one of the following special job types:

- **Secure Print:** Print confidential documents; your 4-digit numeric password-protected jobs are stored on the printer's hard drive. The jobs print only after you enter the 4-digit number on the printer's front panel, then are automatically deleted from the hard drive.

- **Proof Print:** Print only one copy of a multiple copy job so you can proof the copy. To print the remaining copies, select the job name on the printer's front panel; the job is then automatically deleted from the hard drive. If you do not want the remaining copies, delete the job at the front panel.

- **Saved Print:** Store the job on the printer's hard drive so you can print it on demand. The job is not deleted after printing. This is useful for any document you frequently print, such as tax forms, personnel forms, or requisition forms.

**Note**

> These jobs are stored on the hard drive and remain in the printer even when it is powered off. There is a limit of 100 jobs on the hard drive per type. When the printer reaches the limit, it deletes the oldest job per type automatically before adding a new one.

### Specifying a secure print, proof print, or saved print job

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | PostScript | **1.** In the **Print** dialog box, click on **General**. |
| | | **2.** Select **Job Type** from the pull-down menu, then choose the job type. |
| | | **3.** For a secure print job, enter a 4-digit password to assign to this job.<br>For proof print and saved print jobs, enter the name you want to give this job. |
| **MacOS X** | PostScript | **1.** In the **Print** dialog box, select the **Printer Features** pull-down menu. |
| | | **2.** Select the **Job Type** tab, and then select **Secure Print**, **Proof Print**, or **Saved Print**. |
| | | **3.** From the drop-down lists, select the numbers for the password. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Output Options** tab, choose the **Job Type**. |
| | | **4.** For a secure print job, enter a 4-digit password to assign to this job.<br>For proof print and saved print jobs, enter the name you want to give this job. |

### Specifying a secure print, proof print, or saved print job (Continued)

| Windows 95, Windows 98, or Windows Me | PCL5e PCL6 | 1. | From the **File** menu, select **Print**. |
| | | 2. | Click the **Properties** button. |
| | | 3. | On the **Setup** tab, choose the **Job Type**. |
| | | 4. | For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print jobs, enter the name you want to give this job. |
| Windows 2000, Windows XP, or Windows NT | PostScript | 1. | From the **File** menu, select **Print**. |
| | | 2. | Click the **Properties** button. |
| | | 3. | On the **Output Options** tab, choose the job type. |
| | | 4. | For proof print and saved print jobs, enter the name you want to give this job. For a secure print job, enter a numeric (4-digit) password to assign to this job. |
| Windows 2000 or Windows XP | PCL5e | 1. | From the **File** menu, select **Print**. |
| | | 2. | Click the **Properties** button. |
| | | 3. | On the **Layout** tab, click the **Advanced** button. |
| | | 4. | Select the **Job Type**. |
| | | 5. | For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print jobs, enter the name you want to give this job. |
| Windows NT | PCL5e | 1. | From the **File** menu, select **Print**. |
| | | 2. | Click the **Properties** button. |
| | | 3. | Click the **Advanced** tab and select the **Job Type** under **Document Options**. |
| | | 4. | For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print jobs, enter the name you want to give this job. |
| Windows 2000, Windows XP, or Windows NT | PCL6 | 1. | From the **File** menu, select **Print**. |
| | | 2. | Click the **Properties** button. |
| | | 3. | On the **Setup** tab, choose the job type. |
| | | 4. | For a secure print job, enter a 4-digit password to assign to this job. For proof print and saved print jobs, enter the name you want to give this job. |

## Printing secure jobs

To print your secure print jobs, specify the 4-digit password on the printer's front panel:

**1.** Scroll to the **Printable Pages Menu** using the **Down Arrow** key and press the **OK** key.

**2.** Scroll to **Secure Print Jobs** and press the **OK** key.

**3.** Scroll to the correct first digit of the password.

**Note**

> If you entered fewer than four digits in the driver's **Password** field, enter zeros before your password so that there are four digits entered in the front panel. For example, if you entered **222** in the driver, enter **0222** in the front panel. You can use the **Back** key to move back to a previous digit. All jobs with this numeric password will print after you press the **OK** key for the fourth digit.

**4.** Press the **OK** key.

**5.** Repeat steps 3 and 4 for the second, third, and fourth digits.

**6.** If necessary, press the **Down Arrow** key to scroll to **Print**.

**7.** Press the **OK** key to print the job.

## Printing saved jobs and proof jobs

To print a saved print job or the remaining copies of a proof print job, select the job name on the printer's front panel:

**1.** Scroll to the **Printable Pages Menu** using the **Down Arrow** key, then press the **OK** key.

**2.** Scroll to **Proof Print Jobs** or **Saved Print Jobs** and press the **OK** key.

**3.** Scroll until you find your job name. They are arranged alphabetically.

**4.** Press the **OK** key.

**5.** Scroll to **Print and Delete** or **Print and Save** and press the **OK** key.

**6.** Scroll to the desired number of copies and press the **OK** key to print the job. If your job is a proof job, it is automatically deleted after being printed.

## Deleting saved jobs or proof jobs

To delete a saved print job or the remaining copies of a proof print job, select the job name on the printer's front panel:

**1.** Scroll to the **Printable Pages Menu** using the **Down Arrow** key, then press the **OK** key.

**2.** Scroll to **Proof Print Jobs** or **Saved Print Jobs** and press the **OK** key.

**3.** Scroll until you find your job name. They are arranged alphabetically.

**4.** Press the **OK** key.

**5.** Scroll to **Delete** and press the **OK** key to delete the job.

# Separation pages

You can have the printer insert a *separation page* (a divider page or slipsheet) after a print job, between copies of a print job, or between individual pages of a print job. You can also specify the tray to use as the source for the separation pages.

## Specifying separation pages

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | | **1.** In the **Print** dialog box, click on **General**. |
| | | **2.** Select **Advanced Media Options** from the pull-down menu. |
| | | **3.** Select the location of the separation pages and the tray source. |
| **MacOS X** | | **1.** In the **Print** dialog box, select the **Printer Features** pull-down menu. |
| | | **2.** Select the **Advanced Options** tab and select **Separation Pages**. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript PCL5e PCL6 | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Output Options** tab, select the location of the separation pages and the tray source. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PostScript PCL6 | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Output Options** tab, select the location of the separation pages and the tray source. |
| **Windows 2000** or **Windows XP** | PCL5e | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** Click the **Layout** tab and click the **Advanced** button. |
| | | **4.** Under **Document Options**, select the location of the separation pages and the tray source. |
| **Windows NT** | PCL5e | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** Click the **Advanced** tab and under **Document Options** select the location of the separation pages and the tray source. |

# Printing multiple pages to a single sheet (N-up)

When printing a multiple-page document, you can choose to print more than one page on a single sheet of paper. You can choose to print one, two, four, six, nine, or 16 pages per sheet (per side if printing duplex).

## Printing multiple pages on a single sheet of paper

| Operating System | Driver | Instructions |
| --- | --- | --- |
| **MacOS 8 / MacOS 9** | PostScript | **1.** In the **Print** dialog box, click on **General**.<br>**2.** Select **Layout** from the pull-down menu, and then select the number of pages per sheet. |
| **MacOS X** | PostScript | **1.** In the **Print** dialog box, select the **Layout** pull-down menu.<br>**2.** Select a layout. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript PCL5e PCL6 | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Setup** tab, click the **More Layout Options** button<br>**4.** Choose the number of pages per sheet from the drop-down list. When you print more than one page on a sheet, you can also print a border around each page. |
| **Windows 2000** or **Windows XP** | PostScript PCL5e | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Layout** tab, choose the number of pages per sheet from the drop-down list. |
| **Windows NT** | PostScript | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Advanced** tab, under **Document Options**, select the desired **Page Layout (N-up) Option**. |
| **Windows NT** | PCL5e | Not supported |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL6 | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Setup** tab, click the **More Layout Options** button.<br>**4.** Choose the number of pages per sheet from the drop-down list. When you print more than one page on a sheet, you can also print a border around each page. |

# Booklet printing

If your printer has the duplexing feature set, you can print a document in the form of a small book. You can create booklets for any paper size that is supported for 2-sided (duplex) printing. The driver automatically reduces each page image and prints two pages per side. The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.
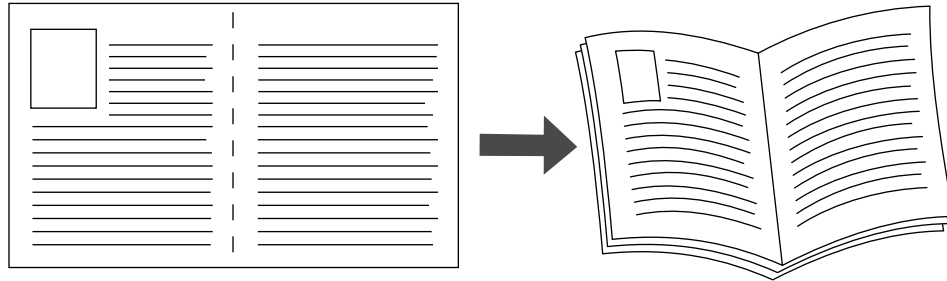


## Creep and gutter

When you choose to print booklets, you can also specify the *creep* and *gutter* in the **Windows 95 / Windows 98 / Windows Me driver.** The gutter is the horizontal distance from the fold to the page image (in points). The creep is the distance that page images are shifted inward (in 10ths of a point); this compensates for the thickness of the folded paper, which otherwise would cause the inner page images to shift slightly outward.

Gutter                                                    Creep
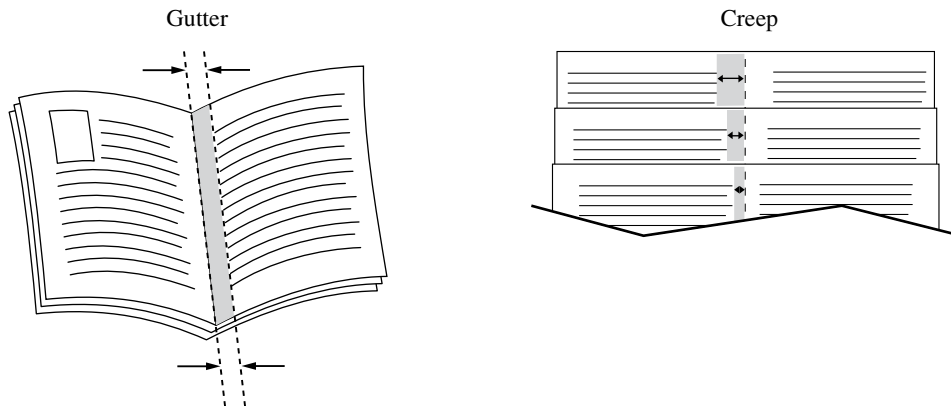
## Specifying booklet printing

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** or **MacOS X** | PostScript | Not supported. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript PCL5e PCL6 | 1. From the **File** menu, select **Print**.<br>2. Click the **Properties** button.<br>3. On the **Setup** tab, click **More Layout Options**.<br>4. Check **Print Booklet Style** option. You can also specify the creep and gutter. |
| **Windows 2000** or **Windows XP** | PostScript PCL5e | 1. From the **File** menu, select **Print**.<br>2. Click the **Properties** button.<br>3. On the **Layout** tab, choose **Booklet** from the **Pages per Sheet** drop-down list. |
| **Windows NT** | PostScript PCL5e | Not supported |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL6 | 1. From the **File** menu, select **Print**.<br>2. Click the **Properties** button.<br>3. On the **Setup** tab, click **More Layout Options**.<br>4. Check **Print Booklet Style** in the **More Layout Options** box. You can also specify the creep and gutter in this box. |

# Negative and mirror images

You can print your pages as a negative image (reverses the light and dark areas in your printed image) and/or mirror image (flips images horizontally on pages when printed).

To select negative or mirror images in a supported driver:

## Specifying negative and mirror images

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | PostScript | **1.** From the **File** menu, select **Page Setup** |
| | | **2.** Choose **PostScript Options** from the pull-down menu, and then select **Invert Image** (to print a negative image) or **Flip Horizontal** (to print a mirror image). |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Setup** tab, click **More Layout Options**. |
| | | **4.** Select **Print as a Negative Image** and/or **Print as a Mirror Image**. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PCL5e PCL6 | Not supported |
| **Windows 2000** or **Windows XP** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** From the **Layout** tab, click **Advanced**. |
| | | **4.** Under **Document Options** and **PostScript Options**, select either **Yes** or **No** for **Mirrored Output** and **Negative Output**. |
| **Windows NT** | PostScript | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button and click the **Advanced** tab. |
| | | **3.** Under **Document Options** and **PostScript Options**, select either **Yes** or **No** for **Mirrored Output** and **Negative Output**. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL5e PCL6 | Not supported |

# Scaling

You can reduce or enlarge your page images when they are printed. You select a scaling value between 25 and 400 percent. The default is 100 percent.

| 50% | 100% | 200% |
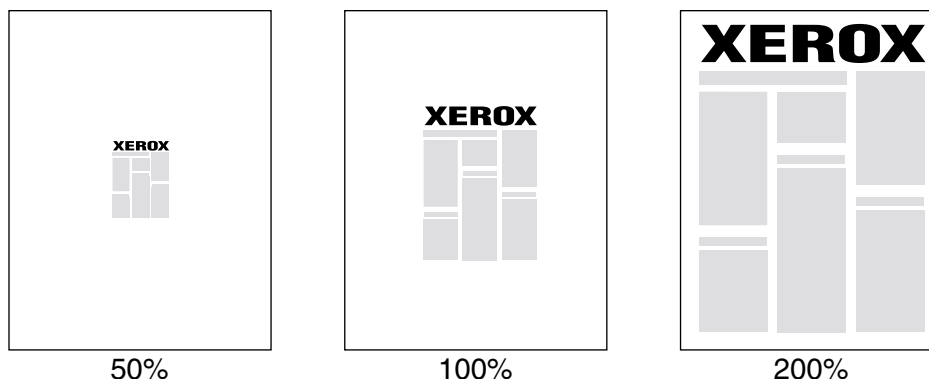
## Specifying scaling

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9**<br>**MacOS X** | | **1.** From the **File** menu, select **Page Setup**<br>**2.** Specify the percentage in the box after **Scaling**. |
| **Windows 95**,<br>**Windows 98**, or<br>**Windows Me** | PostScript<br>PCL5e<br>PCL6 | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Setup** tab, click **More Layout Options**,<br>**4.** Specify the percentage to scale in the **Percentage** box. |
| **Windows 2000** or<br>**Windows XP** | PostScript<br>PCL5e | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** From the **Layout** tab, click **Advanced**.<br>**4.** In the box under **Graphic**, select the desired percentage for **Scaling**. |
| **Windows NT** | PostScript<br>PCL5e | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button and click the **Advanced** tab.<br>**3.** Under **Graphic**, select the desired percentage for **Scaling**. |
| **Windows 2000**,<br>**Windows XP**, or<br>**Windows NT** | PCL6 | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Setup** tab, click **More Layout Options**,<br>**4.** Specify the percentage to scale in the **Percentage** box. |

# Auto Fit

When the printer uses a paper size that is different from the size specified in your driver, the Auto Fit feature enlarges or reduces the print image to fit the paper size it prints on. If this feature is turned off and the paper is not the same size as the print image, only a portion of the image will print, or the whole image prints on only a portion of the paper.

The default value for this feature is on.

## Turning off Auto Fit

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | | 1. In the **Print** dialog box, click on **General**.<br><br>2. Select **Advanced Media Options** from the pull-down menu, then select whether to have **Auto Fit** on or off. |
| **MacOS X** | | 1. In the **Print** dialog box, select the **Printer Features** pull-down menu.<br><br>2. Select the **Advanced Options** tab, then select whether to have **Auto Fit** on or off. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript<br>PCL5e<br>PCL6 | Not supported |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PostScript | 1. From the **File** menu, select **Print**.<br><br>2. Click the **Properties** button.<br><br>3. On the **Paper/Quality** tab, select **Choose Specific Tray**.<br><br>4. Clear the **Auto-Fit** checkbox. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL5e<br>PCL6 | Not supported |

# Watermarks

A watermark is text (independent of that provided by the printing application) that is printed on the first page or every page of the document. For example, terms like Draft, Confidential, Date, Version, that you might stamp on a paper before distribution, can be inserted with a watermark.
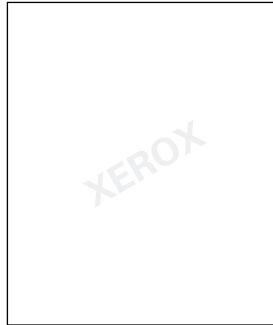


You can create a watermark or edit an existing watermark's text, location, and angle. Using the Windows driver, you can also choose to print the watermark only on the first page, print the watermark in the background, or print the text of the watermark as an outline (instead of filled text).

**Note**

> Not all applications support watermark printing.

## Selecting, creating, and editing watermarks

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** or **MacOS X** | | Not supported |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** On the **Setup** tab, click **More Layout Options**.<br>**4.** Click **Watermark** to display the **Watermarks** dialog box. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PCL5e PCL6 | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button, and then click the **Watermarks** tab. |
| **Windows 2000** or **Windows XP** | PostScript PCL5e | **1.** From the **File** menu, select **Print**.<br>**2.** Click the **Properties** button.<br>**3.** From the **Layout** tab, click **Advanced**.<br>**4.** In the box under **Document Options** and **Printer Features**, click **Modify**, then select the desired watermark in the **Modify Watermarks** dialog box. |
| **Windows NT** | PostScript | Not supported |

### Selecting, creating, and editing watermarks (Continued)

| Windows NT | PCL5e | 1. From the **File** menu, select **Print**. |
| | | 2. Click the **Properties** button. |
| | | 3. From the **Layout** tab, click **Advanced**. |
| | | 4. In the box under **Document Options**, click **Watermark**. |
| | | 5. Select the desired watermark in the **Watermark Editor** dialog box. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL6 | 1. From the **File** menu, select **Print**. |
| | | 2. Click the **Properties** button, and then click the **Watermarks** tab. |

# Image smoothing

Image smoothing blends adjacent black and gray areas in low-resolution images for smoother edge transitions. For example, use image smoothing to improve the appearance of a 72 dpi image downloaded from the World Wide Web. Image smoothing is not recommended for 300 dpi or higher resolution images.

To select image smoothing in a supported driver:

### Image smoothing

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | PostScript | **1.** In the **Print** dialog box, click on **General**.<br><br>**2.** Select **Advanced Options** from the pull-down menu, then select whether to have **Image Smoothing** on or off. |
| **MacOS X** | PostScript | **1.** In the **Print** dialog box, select the **Printer Features** pull-down menu.<br><br>**2.** Select whether to have **Image Smoothing** on or off. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript | **1.** From the **File** menu, select **Print**.<br><br>**2.** Click the **Properties** button.<br><br>**3.** On the **Setup** tab, click **More Layout Options**.<br><br>**4.** Click **Image Smoothing** checkbox. |
| **Windows 95**, **Windows 98**, or **Windows Me** | PCL5e PCL6 | Not supported |
| **Windows 2000** or **Windows XP** | PostScript | **1.** From the **File** menu, select **Print**.<br><br>**2.** On the **Layout** tab, click the **Advanced** button.<br><br>**3.** In the box under **Document Options** and **Printer Features**, select either **On** or **Off** for **Image Smoothing**. |
| **Windows NT** | PostScript | **1.** From the **File** menu, select **Print**.<br><br>**2.** Click the **Properties** button.<br><br>**3.** On the **Advanced** tab under **Document Options** and **Printer Features**, select either **On** or **Off** for **Image Smoothing**. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL5e PCL6 | Not supported |

# Custom size paper

In addition to the wide variety of standard paper sizes available for this printer, you can use custom size paper. For a list of paper sizes, see the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

To print on custom size paper:

**1.** Load the paper in a tray or in the Multi-Purpose Tray. (Custom sized envelopes and post cards can be loaded in the envelope feeder.) For more information, see the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

**Top view:**

**A. Simplex printing, B. Duplex printing**



P4400-17

P4400-26
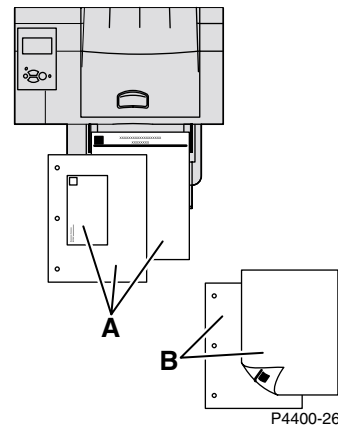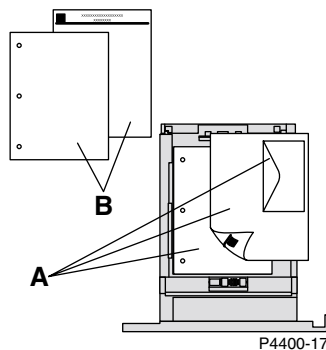
**2.** When the front panel prompts you to confirm the type and size of paper:

For Tray 1, 2, or 3:

**a.** Scroll to the correct paper type and press the **OK** key to save your selection.

**b.** To set the tray for custom size paper and specify the dimensions, on the front panel, with **Menus** highlighted, press the **OK** key.

**c.** Scroll to **Printer Setup Menu** by pressing the **Down Arrow** key and press the **OK** key.

**d.** Scroll to **Tray Setup Menu** and press the **OK** key.

**e.** Scroll to **Tray # Setup Menu** (where # is the number of the tray) and press the **OK** key.

**f.** If you don't see a selection for **Set Custom X**, scroll to **Custom Size** and press the **OK** key to change **Custom Size** to **On**.

**g.** Scroll to **Set Custom X** and press the **OK** key.

**h.** Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X**, and then press the **OK** key. (The X value is the measurement from the left to the right of the paper in the tray.)

**i.** Scroll to **Set Custom Y** and press the **OK** key.

**j.** Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y**, and then press the **OK** key. (The Y value is the measurement from the front to the back of the paper in the tray.)

For the Multi-Purpose Tray:

**a.** Scroll to `Change Paper Type` by pressing the **Down Arrow** key and press the **OK** key.

**b.** Scroll to the correct paper type and press the **OK** key to save your selection.

**c.** Scroll to `Change Paper Size` and press the **OK** key.

**d.** Scroll to `Custom` and press the **OK** key.

**e.** Scroll to `Set Custom X` and press the **OK** key.

**f.** Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X**, and then press the **OK** key. (The X value is the measurement from the left to the right of the paper in the tray.)

**g.** Scroll to `Set Custom Y` and press the **OK** key.

**h.** Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y**, and then press the **OK** key. (The Y value is the measurement from the front to the back of the paper in the tray.)

**3.** Select the custom size in the printer driver.

### Selecting custom size paper

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** | PostScript | **1.** From the **File** menu, select **Print**. <br> **2.** In the **Page Setup** dialog box, select the **Custom Page Sizes** pull-down menu. <br> **3.** Press **New** to enter a new custom page size. A dialog box appears where you can enter the width and height, margins, and name of the custom page size. |
| **MacOS X** | PostScript | Not supported |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript PCL5e PCL6 | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Setup** tab: <br> ■ If you select a specific tray and the tray displays **Custom** to indicate that it has custom size paper, click the **Custom** button to enter the dimensions of the custom size paper in the **Width** and **Height** boxes. <br> ■ If you select **Automatic** for the paper source and select **Custom Size** for the paper size, click the **Custom** button to enter the width and height values of the desired custom size paper in the **Width** and **Height** boxes. The values for **width** and **height** are initially 0. If you previously entered information in the boxes, the values are automatically entered. <br> ■ If a tray has paper with the width and height values you entered, the job is printed on that paper. If a tray doesn't have paper with the values, it prompts you to load that paper. |

**Selecting custom size paper (Continued)**

| Windows 2000, Windows XP, or Windows NT | PostScript | 1. From the **File** menu, select **Print**. |
|---|---|---|
| | | 2. Click the **Properties** button. |
| | | 3. On the **Paper/Quality** tab: |
| | | ■ If you select **Choose Specific Tray**, you can select the tray containing the custom size paper. |
| | | ■ If you select **Automatic**, you can select your custom size from the **Paper Size** drop-down list. |
| | | ■ Click the **My Custom Sizes** button and highlight the custom size in the **Current Selection** list. The **Name**, **Width**, and **Height** boxes display the details about the highlighted custom size and the sample image changes to represent a scaled version of the custom size. |
| | | ■ To create a new custom size: |
| | |    a. Click **New**. |
| | |    b. Enter the new name in the **Name** box. |
| | |    c. Enter the dimensions in the **Width** and **Height** boxes. The sample image changes to represent a scaled version of the new custom size. (Select **Show Metric Units** to change from inches to millimeters.) |
| | |    d. Click **Save** to add the new size to the list. Click **Cancel** to exit without saving the new custom size. |
| | |    e. To exit, click **Close**. |
| | | ■ The **My Custom Sizes** box lists existing custom sizes that are supported by the current printer. Since these custom sizes are saved in your computer's operating system, they are available for you to select in your applications. |
| | | ■ If you create a custom size in certain applications, the driver lists the custom size automatically. |
| Windows 2000, Windows XP, or Windows NT | PCL5e | Not supported in driver; set custom sizes within the application. |

## Selecting custom size paper (Continued)

| Windows 2000, Windows XP, or Windows NT | PCL6 | |
|---|---|---|
| | | **1.** From the **File** menu, select **Print**. |
| | | **2.** Click the **Properties** button. |
| | | **3.** On the **Setup** tab: |
| | | ■ If you select a specific tray and the tray displays **Custom** to indicate that it has custom size paper, click the **Custom** button to enter the dimensions of the custom size paper in the **Width** and **Height** boxes. |
| | | ■ If you select **Automatic** for the paper source and select **Custom Size** for the paper size, click the **Custom** button to enter the width and height values of the desired custom size paper in the **Width** and **Height** boxes. The values for **width** and **height** are initially 0. If you previously entered information in the boxes, the values are automatically entered. |
| | | ■ If a tray has paper with the width and height values you entered, the job is printed on that paper. If a tray doesn't have paper with the values, it prompts you to load that paper. |

# Cover pages

A cover page is the first or last page of a document. This printer allows you to choose a different paper source for the cover than for the body of a document. For instance, you can use your company letterhead for the first page of a document. You can also use card stock for the first and last pages of a report.

■ You can use any paper tray as the source for cover pages.

■ Make sure that the cover page is the same size as the paper used for the rest of your pages. If you specify a different size in the driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.

## Cover page choices

■ **None** - Prints the first and last pages of your document using the same paper as the rest of your document.

■ **First Page Only** - Prints the first page of your document from a different tray than the rest.

■ **First and Last Pages** - Prints the first and last pages of your document from a different tray than the rest.

If you select **First Page Only** or **First and Last** and you select 2-sided printing, the first two pages of the job print on the front cover.

If you select **First and Last Pages** and you select 2-sided printing, both the first two pages and last two pages (for a document with an even number of pages) of the job print on the front and back cover pages.

### Note

For a blank back cover, you must include a blank last page in your document.

## Selecting cover pages

| Operating System | Driver | Instructions |
|---|---|---|
| **MacOS 8 / MacOS 9** or **MacOS X** | PostScript | Not supported |
| **Windows 95**, **Windows 98**, or **Windows Me** | PostScript PCL5e PCL6 | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Output Options tab,** select **First Page Only** or **First and Last Pages**. <br> **4.** Select the tray to use for the covers from the **Source** drop-down list. |
| **Windows 2000** or **Windows XP** | PostScript | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Paper/Quality** tab under **Cover Pages**, select **First Page Only** or **First & Last Pages**. <br> **4.** Select the tray to use for the covers from the **Source** drop-down list. |
| **Windows NT** | PostScript | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Advanced** tab under **Printer Features**, select a **Cover Page** and **Cover Page Source**. |
| **Windows 2000** or **Windows XP** | PCL5e | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Layout** tab, click the **Advanced** button. <br> **4.** Under **Document Options**, select **Cover Page** options. |
| **Windows NT** | PCL5e | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Advanced** tab under **Printer Features**, select **Cover Page** options. |
| **Windows 2000**, **Windows XP**, or **Windows NT** | PCL6 | **1.** From the **File** menu, select **Print**. <br> **2.** Click the **Properties** button. <br> **3.** On the **Output Options tab,** select **First Page Only** or **First and Last Pages**. <br> **4.** Select the tray to use for the covers from the **Source** drop-down list. |

# Printer Settings

## Printing the Startup Page

By default the printer produces a Startup Page each time the printer is turned on or reset. You can disable the automatic printing of the Startup Page and later print it from the Printable Pages menu.

There are two methods for turning on/off the Startup Page:

■ Select from the printer's front panel.

■ Use CentreWare Internet Services (IS) software.

**To turn on/off the automatic printing of the Startup Page from the printer's front panel:**

1. With **Menus** highlighted, press the **OK** key.

2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key and press the **OK** key.

3. Scroll to **Startup Page**. The end of the line also displays the setting (**On** or **Off**).

4. To change the setting, press the **OK** key.

**To turn on/off the automatic printing of the Startup Page using CentreWare IS software:**

1. From your printer's Internet Services home page, click **Properties**.

2. On the left side of the **Properties** page in CentreWare IS, click **Printer Defaults**.

3. If desired, change the setting for **Print Startup Page** (under **User Preferences** on the **Printer Defaults** page).

4. Click the **Save Changes** button on the bottom of the page.

**To print the Startup Page at the front panel:**

1. Scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

2. Scroll to the **Print Startup Page** using the **Down Arrow** or **Up Arrow** key and press the **OK** key to print.

# Power Saver

The printer enters a Power Saver low-energy consumption mode after a predefined period of time since its last activity. In this mode, most printer electrical systems are shut down. When a print job is sent to the printer, it wakes up the printer. You can also wake the printer by pressing the **OK** key on the front panel.

If you find that the printer is going into Power Saver mode too often and you do not want to wait while the printer wakes up, you can extend the length of time before the printer goes into Power Saver mode. Change the timeout on the front panel as follows:

1. With **Menus** highlighted, press the **OK** key.

2. Scroll through the menu to **Printer Setup Menu** using the **Down Arrow** key and press the **OK** key.

3. Scroll through the menu to **Set Power Saver Timeout** using the **Down Arrow** key and press the **OK** key.

4. Select a Power Saver timeout value. Select a higher value if you want to extend the length of time before the printer goes into Power Saver mode.

5. Press the **OK** key.

To turn off the Power Saver feature, use the following procedure:

1. With **Menus** highlighted, press the **OK** key.

2. Scroll through the menu to the **Printer Setup Menu** and press the **OK** key.

3. Scroll to the **Reset Printer Menu** using the **Down Arrow** key and press the **OK** key.

4. Scroll through the menu to **Power Saver** using the **Down Arrow** key.

5. Press the **OK** key to turn off.

# Protected mode for the front panel menus

You can put the printer into "protected mode" to prevent users from changing printer settings that may impact the prints of other users from the front panel. Instead, users can select printing features through the printer drivers only. In protected mode, users can access general menus that can improve their print quality and direct them to user features, while locking the menus and items in menus that the system administrator uses to manage the printer.

To enter or exit protected mode, use CentreWare IS software:

1. From your printer's Internet Services home page, click **Properties**.

2. On the left side of the **Properties** page in CentreWare IS, click **General** and then click **Printer Defaults**.

3. If desired, change the setting for **Front Panel Menus** (under **User Preferences** on the **Printer Defaults** page).

   ■ Select **On** to have all menus available.

   ■ Select **Off** to lock all menu items that change printer setup values.

4. Click **Save Changes** on the bottom of the page.

# Load paper timeout

When the tray selection is set to **Automatic** but the printer does not have the selected type and size loaded, the front panel prompts you to load the type and size required in the Multi-Purpose Tray. If you do not load the requested paper within the load paper timeout, the printer picks paper from the default tray.

**To change the load paper timeout from the printer's front panel:**

1. With **Menus** highlighted, press the **OK** key.

2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll to **Set Load Paper Timeout**.

5. Press the **OK** key.

6. Scroll through the list of values until your desired timeout appears. The values (**None**, **1 Minute**, **3 Minutes**, **5 Minutes**, or **10 Minutes**, **1 Hour** or **24 Hours**), indicate the length of time you want the printer to wait for you to load paper before printing. If you select a value of **None**, the printer does not wait for paper to be inserted and uses the paper in the default tray immediately.

7. Press the **OK** key.

**To change the load paper timeout using CentreWare IS software:**

1. From your printer's Internet Services home page, click **Properties**.

2. On the left side of the **Properties** page in CentreWare IS, click **General** and then click **Printer Defaults**.

3. The setting for **Load Paper Timeout** is under **Timeout Settings** on the **Printer Defaults** page. Select one of the following choices: **None**, **1 Minute**, **3 Minutes**, **5 Minutes**, or **10 Minutes**, **1 Hour** or **24 Hours**; if you select a value of **None**, the printer times out immediately.

4. Click the **Save Changes** button on the bottom of the page.

# Front panel intensity

To make the front panel text more readable, you can adjust the intensity of the front panel's background lighting:

1. On the front panel, with **Menus** highlighted, press the **OK** key.

2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll to **Set Front Panel Intensity**.

5. Press the **OK** key.

6. Scroll until the desired front panel intensity is displayed. The intensity values range from **0** (no back ground light) to **10** (brightest background light).

7. Press the **OK** key.

# Front panel contrast

To make the front panel text more readable, you can adjust the contrast between the text and the background:

1. On the front panel, with **Menus** highlighted, press the **OK** key.

2. Scroll to **Printer Setup Menu** by pressing the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll to **Set Front Panel Contrast**.

5. Press the **OK** key.

6. Scroll the value until you achieve the desired contrast between the text and the background. The values range from **1** to **10**.

7. Press the **OK** key.

# Intelligent Ready mode

Intelligent Ready mode is an automated system that monitors the printer's usage and warms up the printer when you are most likely to need it and puts it into Power Saver mode when you use it the least.

**To turn Intelligent Ready mode on or off from the printer's front panel:**

1. With **Menus** highlighted, press the **OK** key.

2. Scroll through the menu to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key.

3. Press the **OK** key.

4. Scroll through the menu to **Intelligent Ready** using the **Up Arrow** or **Down Arrow** key.

To change the setting, press the **OK** key.

**To select Intelligent Ready mode or schedule warmup/standby settings using CentreWare IS software:**

1. From your printer's Internet Services home page, click **Properties**.

2. On the left side of the **Properties** page in CentreWare IS, click **General** and then click **Warmup**.

3. For **Warmup Mode**, select either **Intelligent Ready** or **Scheduled** (if you want to specify the warmup/standby settings for each day).

4. If you selected **Scheduled** in step 3, make selections for each day's warmup setting and standby setting.

5. Click the **Save Changes** button on the bottom of the page.

**Note**

 Although the front panel selections only enable you to turn Intelligent Ready mode on or off, CentreWare IS enables you to specify particular printer warmup times.

# Front panel language

To change the language used for the text on the front panel, CentreWare IS, and many of the printable pages:

1. On the front panel, with `Menus` highlighted, press the **OK** key.

2. Scroll to `Printer Setup Menu` by pressing the **Up Arrow** or **Down Arrow** key and press the **OK** key.

3. Scroll to `Set Front Panel Language` and press the **OK** key.

4. Scroll to the desired language and press the **OK** key.

# Fonts

Your printer uses the following types of fonts:

- Resident fonts

- Fonts pre-loaded or downloaded onto the printer's optional hard drive

- Fonts downloaded onto the printer's optional Flash DIMM

- Fonts downloaded into printer memory

- Fonts downloaded with your print job from the application

Adobe Type Manager (ATM) software helps your computer display these fonts on your computer screen as they will appear in your prints. If you don't already have ATM on your computer, install it from the printer's CD-ROM. Also, install the printer's screen fonts for your computer from the ATM folder.

## Resident typefaces (PostScript)

Printer-resident fonts are always available for printing. All printer configurations are shipped with 39 PostScript resident Roman fonts. Additionally, 97 Roman fonts are pre-loaded on the optional internal hard drive. You can print a sample of the available PostScript fonts at the front panel.

## Resident typefaces (PCL5e/6)

For PCL5e/6 printing, the printer provides a total of 81 resident PCL fonts, such as Courier, Times, Univers, Arial, CG Times, CG Omega, Times New Roman, and Helvetica typefaces in medium, bold, italic medium, and italic bold. You can print a sample of the available PCL5e/6 fonts at the front panel.

## Printing a sample of available fonts

### Listing the fonts from a Macintosh

Use the *Apple Printer Utility* to list the fonts available on the printer.

1. If you don't already have the *Apple Printer Utility* on your computer, install it from the printer's CD-ROM.

2. Start the *Apple Printer Utility* by double-clicking the icon (in the *PhaserTools* folder on your computer's hard disk).

3. In the **Printer Selector** dialog box:

    a. Under **AppleTalk Zones**, select your printer's zone.

    b. Under **Printers**, select your Phaser 4400 Laser Printer.

    c. Click **Open Printer**.

4. From the **File** menu, select **Print Font Samples**.

## Listing the fonts from a PC

To list the fonts available on the printer, use the font download utility on the Xerox web site at: www.xerox.com/officeprinting/support.

## Listing the fonts from your printer's front panel

You can print both a PCL font list and a PostScript font list from the front panel:

1. On the front panel, scroll to `Printable Pages Menu` by pressing the **Up Arrow** or **Down Arrow** key and press the **OK** key.

2. Scroll to either `Print PostScript Font List` or to `Print PCL Font List` and press the **OK** key.

## Listing the fonts from CentreWare IS

You can print font samples from CentreWare IS if you have a hard drive on your printer.

1. Enter the printer's IP address in your browser to open CentreWare IS.

2. Click the **Print** tab.

3. Click **Print Help Pages**.

4. Select either **PostScript Font List** or **PCL Font List**. You can only select one at a time.

5. Click the button to start to print.

# Downloading fonts

To supplement the resident fonts (which are always available for printing), downloadable fonts can be sent from your computer and be stored in the printer's memory or on the printer's optional hard drive. Adding more printer memory expands the number of fonts that can be stored in your printer's memory at once. See the *Supplies* section in the *Support Guide* on the **Interactive Documentation CD-ROM** or log on to www.xerox.com/officeprinting/4400supplies for part numbers of the memory.

**Note**

> If you turn the printer off, the fonts you download to memory are wiped out. You must download them again when you turn the printer on. Fonts downloaded to the optional hard drive or Flash DIMM are stored permanently.

Before printing, make sure that the fonts specified in your document are installed in the printer or are set up to download correctly. If you request a font in an application that is not resident in the printer, is not correctly installed, or is not downloaded from the application sending the print job, the text is printed in the nearest matching font that is available when using PCL, or it is printed in the default font when using PostScript.

## Downloadable PostScript fonts

The printer accepts the following (and other) downloadable PostScript fonts:

- Type 1
- Type 3
  - Adobe
  - Agfa
  - Bitstream
  - Microsoft
  - Apple
- TrueType (scalable to any point size; looks the same on-screen and printed).

## Downloadable PCL fonts

The printer accepts the following (and other) downloadable PCL fonts:

- Bitmap (Format 0)
- TrueType (Format 15)
- Intellifont (Format 10) — Intellifonts cannot be loaded to the internal hard drive or to the Flash DIMM.

# Downloading fonts from a Macintosh

Use the *Apple Printer Utility* to download fonts to the printer.

**1.** If you don't already have the *Apple Printer Utility* on your computer, install it from the printer's CD-ROM.

**2.** Start the *Apple Printer Utility* by double-clicking the icon (in the *PhaserTools* folder on your computer's hard disk).

**3.** In the **Printer Selector** dialog box:

   **a.** Under **AppleTalk Zones**, select your printer's zone.

   **b.** Under **Printers**, select your printer.

   **c.** Click the **Open Printer** button.

**4.** In the printer's dialog box, click the arrow next to **Printer Preferences**.

**5.** Click the arrow next to **Fonts** to display the list of installed fonts and their locations.

**6.** Click **Add**.

**7.** In the dialog box, select the folder containing the font you want to download, select the font, and click **Add**. The font is listed as ready to download.

**Note**

> To add all of the fonts in the folder to the list of fonts to download, click the **Add All** button. If you decide not to download a font, highlight the font in the list of fonts to download and click the **Remove** button.

**8.** For **Destination**, select the download location: either the printer's memory or the hard disk.

**9.** To download the fonts in the list, click the **Send** button.

**Note**

> To remove downloaded fonts from the printer, follow steps 2 through 5, highlight the font in the list under **Fonts** (in the printer's dialog box), and then click the **Remove** button.

# Downloading fonts from a PC

To list the fonts available on the printer, use the font download utility on the Xerox web site at: www.xerox.com/officeprinting/support.

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