

6

Printing

This chapter contains the following sections:

- Printing Overview
- Accepted Media
- Printing on Special Media
- Selecting Printing Options
- Folding

Printing Overview

1. Select appropriate media. Ensure the media you want to use is loaded.
2. Load media in the tray, then specify the size, color, and type on the printer touch screen.

Note

Refer to the Loading Media section of this guide.

3. In your software application, click **File**, then **Print**.
4. Select your printer from the list.
5. Access the printer driver settings by selecting **Properties** or **Preferences** (Windows), or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
6. Modify the printer driver settings as necessary, then click **OK**.
7. Click **Print** to send the job to the printer.

Accepted Media

Your printer is designed to be used with a variety of media types. Follow the guidelines in this section to ensure the best print quality, and to avoid jams. For best results, use Xerox printing media specified for your printer.

Recommended Media

A complete list of recommended media types is available at:

- <http://www.xerox.com/printer-supplies/paper-stock/enus.html>. Select **Other Production Products** and select the appropriate Production device.
- <http://www.xerox.co.uk/printer-supplies/printer-papers/engb.html>. Select **Colour Presses** and select the appropriate Production device.

Ordering Media

To order paper or special media, contact your local reseller or go to: www.xerox.com/Supplies for the 550_560_570 Printer.

Caution

Damage caused by using unsupported paper and special media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

General Media Loading Guidelines

Follow these guidelines when loading paper and media in the appropriate trays:

- Fan paper before loading it in the paper tray.
- Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.
- Adjust the paper guides to fit the paper size.
- Do not print on label sheets that have labels removed.
- Use only paper envelopes. Print envelopes 1-sided only. Use Tray 5 to print envelope and set Media Type to Heavyweight 2.
- Make sure the correct paper type is selected on the printer's touch screen after loading paper in a tray.

Media That Can Damage Your Printer

Your printer is designed to use a variety of paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper.
- The intensity and length of exposure to visible light on paper should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper usually contains an inner lining that protects the paper from moisture loss or gain.
- Some specialty media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Printing/Copying on Labels

Labels can be printed from Trays 1, 2, 3, 4, and 5 (Bypass Tray).

To order paper or specialty media, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/550_560_570DCSupplies.

Guidelines

- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print quality problems or cause them to jam in the printer.

Procedure

1. Load labels in the desired tray.
2. In the printer driver, do one of the following:
 - Select **Labels** as the paper type.
 - Select the tray containing the labels as the paper source.

Printing/Copying on Glossy Paper

Glossy paper can be printed from Tray 1, 2, 3, 4, and 5 (Bypass Tray).

To order paper or specialty media, contact your local reseller or go to the Xerox Supplies website for your printer: www.xerox.com/office/550_560_570DCSupplies.

Guidelines

- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Store glossy paper flat in the original packaging.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use and remove the unused portion from the tray when you are finished printing. Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.

Procedure

1. Load glossy paper in the desired tray.
2. In the printer driver, do one of the following:
 - Select **Gloss Coating** as the paper type.
 - Select the tray containing the glossy paper as the paper source.

Selecting Printing Options

Printing options are specified as Printing Preferences in Windows, and Xerox Features in Macintosh. Printing Options include settings for 2-sided printing, page layout, and print quality.

Printing Options for Windows

The following table lists printing options organized in tabs within the Printing Preferences window.

Tab	PCL 6 Printing Options	PostScript Printing Options
Paper/Output	Job Type Paper Size, Paper Color, Paper Type Tray selection 2-sided printing Finishing Print Quality Output Destination	Job Type Paper Size, Paper Color, Paper Type Tray selection 2-sided printing Finishing Print Quality Output Destination
Special Pages	Covers, Inserts, Exception Pages	Covers, Inserts, Exception Pages

Tab	PCL 6 Printing Options	PostScript Printing Options
Color Options (Color Correction)	Automatic Color Black and White conversion Color adjustments	Automatic Color Black and White conversion Color adjustments
Layout/Watermark	Pages Per Sheet (N-Up) Booklet Layout Booklet Paper Size Margins Orientation 2-Sided Printing Booklet Page Borders Watermark	Pages Per Sheet (N-Up) Booklet Layout Booklet Paper Size Margins Orientation 2-Sided Printing Booklet Page Borders Watermark
Advanced	Paper/Output and Image options <ul style="list-style-type: none"> • Copies • Collate • Banner Sheet • Offset Sets • Bypass Tray Feed Edge • Reduce/Enlarge • Draft Mode • Gloss Level • Advanced Printing Features: Print Optimization, TrueType Font Substitution TrueType Font Download 	Paper/Output and Image options <ul style="list-style-type: none"> • Copies • Collate • Banner Sheet • Offset Sets • Bypass Tray Feed Edge • Reduce/Enlarge • Draft Mode • Gloss Level • Mirrored Output • PostScript Pass-through • Booklet Layout • Image Order • Advanced Printing Features: TrueType Font Substitution TrueType Font Download, Post- Script Output PostScript Lan- guage Level, PostScript Error Handler

Help is available in all tabs. For more information about Windows printer driver options, click **Help** in the lower left-hand corner of any tab in the Properties or Printing Preferences window.

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most commonly used printing options and save them so that you do not have to change them every time you print.

To change Printing Preferences:

1. Click the Windows **Start** button, select **Settings**, then click **Printers and Faxes**.

2. In the **Printers and Faxes** window, right-click the icon for your printer, then click **Printing Preferences**.
3. Click the tabs in the **Printing Preferences** window, click the desired settings, then click **OK**.

Note

For more information about Windows printing options, click **Help** in the lower left-hand corner of any tab in the **Printing Preferences** window.

Selecting Printing Options for an Individual Job in Windows

To use specific printing options for a single job, change the printing properties before sending the job to the printer. These settings override default printing options for the current job only.

1. With the document open in your application, click **File**, then click **Print**.
2. Select the printer, then click **Properties** to open the **Properties** window. Click the tabs in the **Properties** window, then click the desired settings.
3. Click **OK** to save and close the **Properties** window.
4. Print the job.

Saving a Set of Commonly Used Printing Options in Windows

You can define and save a set of printing options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. Select the printer, then click **Properties**. Click the tabs in the **Properties** window, then click the desired settings.
3. Click **Saved Settings** at the bottom of the **Properties** window, then click **Save As**.
4. Type a name for the set of printing options, then click **OK**. The set of options is saved and will appear in the list. To print using these options, select the name from the list.

Selecting Finishing Options for Windows

If your printer has a finisher installed, finishing options are selected in the printer driver.

To select finishing features in the printer driver:

1. Click the **Paper/Output** tab.
2. Click the arrow to the right of the **Finishing** section, then click the desired finishing options.

Printing Options for Macintosh

The following table lists printing options organized in drop-down lists within the Xerox Features print dialog box.

Menu	Printing Options
Paper/Output	Special Pages/Layout/Watermark/Color Options/Advanced <ul style="list-style-type: none"> • Add Covers • Add Inserts • Add Exceptions • Booklet Layout • Page Borders • Booklet Options • Watermark • Automatic • Black and White • Booklet Image Order • Banner Sheet • Request Offset • Mirrored Output • Printing Optimization
Job Type	<ul style="list-style-type: none"> • Normal • Secure Print • Sample Set • Delayed Print • Saved Job • Fax
Paper	<ul style="list-style-type: none"> • Other Color • Other Type
2-Sided Printing	<ul style="list-style-type: none"> • 1-Sided Print • 2-Sided Print • 2-Sided Print, Flip on Short Edge
Print Quality	<ul style="list-style-type: none"> • High Resolution • High Quality • High Speed

Help is available in all menus. For more information about Macintosh printer driver options, click **Help** in the lower left-hand corner of any print dialog box.

Selecting Options for an Individual Job for Macintosh

To use specific printing options for a single job, change the settings before sending the job to the printer.

1. With the document open in your application, click **File**, then click **Print**.
2. Select your printer from the Printer list.
3. From the **Copies + Pages** menu, select **Xerox Features**.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to print the job.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can quickly apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**, then click **Print**.
2. Select your printer from the Printer list.
3. Select the desired printing options from the drop-down lists on the **Print** menu screen.
4. Click the **Presets** menu, then click **Save As**.
5. Type a name for the printing options, then click **OK**.
6. The set of options is saved and will appear in the **Presets** list. To print using these options, select the name from the list.

Selecting Finishing Options for Macintosh

If your printer has an appropriate finisher installed, finishing options such as stapling and creasing are selected in the printer driver.

To select finishing features in the Macintosh printer driver:

1. In the printer driver, click the **Copies + Pages** menu, then select **Xerox Features**.
2. In the **Paper/Output** dialog box, click the arrow to the right of the **Finishing** section, then select the desired finishing options.

Printing on Both Sides of the Paper

Media Types for Automatic 2-Sided Printing

The printer can automatically print a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported. Paper weights in the range of 60 to 150 gsm can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser printed or copied)
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards
- Extra Heavyweight
- Heavyweight Gloss

For details, refer to Recommended Media.

Printing a 2-Sided Document

Options for automatic 2-Sided Printing are specified in the printer driver. Application settings for portrait or landscape orientation are used.

Windows

1. Click the **Paper/Output** tab.
2. Under **2-Sided Printing**, click **2-Sided Print** or **2-Sided Print, Flip on Short Edge**.

Macintosh

1. In the Print dialog box, click **Xerox Features**.

2. Under **2-Sided Printing**, click **2-Sided Print** or **2-Sided Print, Flip on Short Edge**.

2-Sided Page Layout Options

You can specify the page layout for 2-Sided Printing, which determines how the printed pages turn. These settings override the application page orientation settings.

For **Portrait**:

2-Sided Print / 2-Sided, Flip on Short Edge



For **Landscape**:

2-Sided Print / 2-Sided Print, Flip on Short Edge



Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Under **Page Layout Options**, click **Portrait**, **Landscape**, or **Rotated Landscape**.
3. Under **Page Layout Options**, click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.
4. Click **OK**.

Macintosh

1. In the application, click **Portrait**, **Landscape**, or **Rotated Landscape** page orientation.
2. In the **Print** dialog box, select **Xerox Features** from the **Copies + Pages** menu.
3. Click **2-Sided Print**, or **2-Sided Print, Flip on Short Edge**.

Selecting the Paper to Use

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on the document size, paper type and paper color you select, or you can select a specific tray loaded with the desired paper.

Windows

1. In the printer driver, click the **Paper/Output** tab.
2. To specify a paper size, click the arrow next to the **Paper** field, then select **Other Size**. In the **Paper Size** window, select the size from the **Output Paper Size** menu, then click **OK**.
3. To change the paper color, click the arrow next to the **Paper** field, then select the paper color from the **Other Color** menu.
4. To change the paper type, click the arrow next to the **Paper** field, then select the paper type from the **Other Type** menu.
5. To specify a tray, click the arrow next to the **Paper** field, then select the tray from the **Select by Tray** menu.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages** menu, then click **Paper Feed**.
2. From the **All pages from** drop-down list, click **Auto Select** to select the paper based on your application settings, or select a specific paper tray.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click **Pages Per Sheet (N-Up)**.
3. Click the button for the number of pages you want to appear on each side of the sheet.
4. Click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages** menu, then click **Layout**.
2. Select the number of **Pages per Sheet** and **Layout Direction**.

Printing Booklets

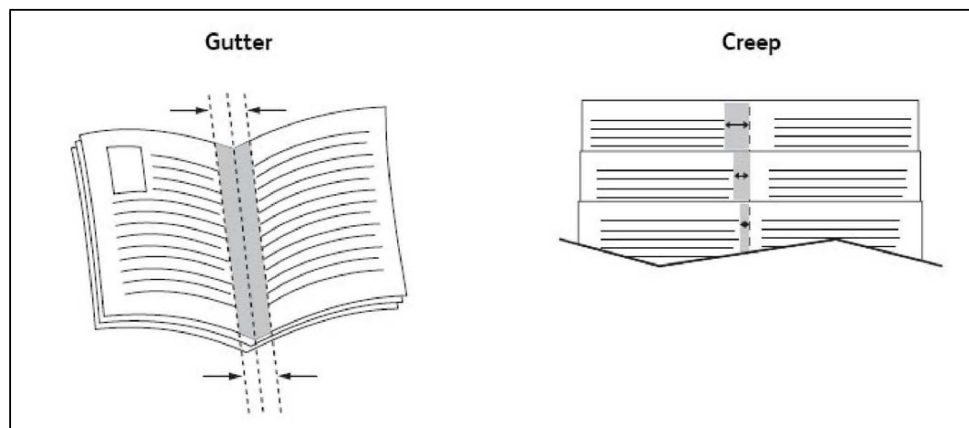
With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

Note

Booklets can be created using 8.5 x 11 in. (A4 210 mm x 297 mm) paper and 11 x 17 in. (A3 297 mm x 420 mm) paper.

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

- **Gutter:** Specifies the horizontal distance (in points) between the page images. A point is 0.35 mm (1/72 in.).
- **Creep:** Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1 point.



Selecting Booklet Printing Using a Booklet Maker

Windows

1. In the printer driver, click the **Paper/Output** tab, click the arrow to the right of **Finishing**, then click **Booklet Creation**.
2. In the **Booklet Creation** window, under **Booklet Finishing**, do one of the following:
 - Click **None**: no folding or stapling.
 - Click **Booklet Crease**: bi-fold, 5 sheets maximum.
 - Click **Booklet Crease and Staple**: bi-fold and saddle staple, 15 sheets maximum.
3. Under **Booklet Layout**, do one of the following:
 - If your document is preformatted as a booklet, click **None**.
 - To order the pages into a booklet, click **Booklet Layout**. If desired, click **Print Page Borders**.
4. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the **Automatically Select** check box, click the down arrow, then click the paper size.
5. In the PostScript driver, gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
6. Click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, click **Xerox Features**, then click **Paper/Output**.
2. Click the arrow to the right of **Finishing**, then select **Booklet Creation**.
3. In the **Booklet Creation** dialog box, under **Booklet Finishing**, do one of the following:
 - Click **None**: no folding or stapling.
 - Click **Booklet Crease**: bi-fold, 5 sheets maximum.
 - Click **Booklet Crease and Staple**: bi-fold and saddle staple, 15 sheets maximum.
4. Under **Booklet Layout**, do one of the following:
 - If your document is preformatted as a booklet, click **None**.
 - To order the pages into a booklet, click **Booklet Layout**. If desired, click **Print Page Borders**.
5. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, click the down arrow, then select the paper size.
6. The gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
7. Click **OK**.

Selecting Booklet Printing Without Using a Booklet Maker

Windows

1. In the printer driver, click the **Paper/Output** tab, click the arrow to the right of **Finishing**, then click **Booklet Creation**.
2. Click the **Booklet Layout** option, then click **Booklet Options**.
3. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the check box, click the down arrow, then click the desired paper size.
4. To turn off **Booklet Margins**, click the down arrow, then click **None**.
5. In the PostScript driver, gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
6. Click **OK**.
7. If desired, select **Print Page Borders** from the drop-down list.
8. Click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, click **Xerox Features**, then click **Layout/Watermark**.
2. Under **Booklet Layout**, click **Enabled**.
3. Click **Booklet Options**.
4. The paper size is automatically selected. To manually specify the paper size, under **Booklet Paper Size**, clear the **Automatically Select** check box, click the down arrow, then select the paper size.
5. The gutter and creep values are set automatically. To manually specify the values, click the **Gutter** and **Creep** arrows.
6. Click **OK**.
7. If desired, click **Print Page Borders**.
8. Click **OK**.

Using Color Corrections

The Color Correction options provide simulations of different color devices. Automatic is the recommended correction for general image processing. See the following tables to determine which option to use.

Color Corrections

For Windows (PCL 6 Printer Driver)

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
Color	Select from Automatic, sRGB, Black & White, or None.

For PostScript Printer Driver

Color Correction	Description
Automatic Color (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
Color	Select from Lighten/Darken, Automatic, sRGB, Black & White, None, CMYK Commercial, SNAP, SWOP, EuroScale and Japan Color.

For Macintosh

Color Correction	Description
Automatic (Recommended)	Applies the best color correction to text, graphics, and images.
Black and White	Converts all colors to black and white or shades of gray.
CMYK Source Control	Select from Commercial, SNAP, SWOP, EuroScale and Japan Color.

Selecting Color Correction

Windows

1. In the printer driver, click the **Color Options** tab.
2. Click the desired color correction: **Automatic**, or **Black and White**.
3. To select additional color adjustments, click the **Color Adjustments** button then click the **Color Adjustments** bar.
4. In the **Color Adjustments** window, click the arrow, then click **Automatic**, **sRGB**, **Black and White** or **None**.
5. In the **PostScript** printer driver, move **Lighten/Darken** slider to the right to lighten colors or to the left to darken colors in your print job.
6. In the **PostScript** printer driver, select the desired printing press simulation by clicking the **CMYK Color** arrow, then click **Commercial**, **SNAP**, **SWOP**, **EuroScale** or **Japan Color**.

Macintosh

1. In the **Print** dialog box, from the **Copies + Pages** menu, click **Xerox Features**, click **Image Options**, then click **Output Color Correction**.
2. Select the desired color correction: **Automatic**, **sRGB**, **Black + White** or **Press Match**.

3. To select a printing press simulation, click the **CMYK Source Color** arrow, then click **Commercial, SNAP, SWOP, EuroScale** or **Japan Color**.

Printing in Black and White

Windows

1. In the printer driver, click **Properties**, then click the **Color Options** tab.
2. Under **Color Corrections**, click **Black and White**, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, click **Xerox Features**, then click **Color Options**.
2. Under **Color Corrections**, click **Black and White**.

Printing Cover Pages

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document. If you specify a different size in the printer driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers:** Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only:** Prints the first page on paper from the specified tray.
- **Back Only:** Prints the back page on paper from the specified tray.
- **Front and Back:** Same: Front and back cover pages print from the same tray.
- **Front and Back:** Different: Front and back cover pages print from different trays.

Cover Page	Print Option	Pages Printed on Cover
Front	1-sided printing	Page 1
	2-sided printing	Pages 1 and 2

Printing

Cover Page	Print Option	Pages Printed on Cover
Back	1-sided printing 2-sided printing (odd-numbered pages) 2-sided printing (even-numbered pages)	Last Page Last Page Last two pages

For the back of your front cover to remain blank when 2-sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.
2-sided printing	Odd-numbered Even-numbered	Add two blank pages at the end of the document Add one blank page at the end of the document.

Windows

1. In the printer driver, click the **Special Pages** tab.
2. Click **Add Covers**.
3. In the **Add Covers** window, click the desired options, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, click **Xerox Features**, then click **Add Covers**.
2. Click **Before document** or **After document**.
3. Click the desired options, then click **OK**.

Printing Insert Pages

An insert is a divider page or slipsheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. You must specify the tray to use as the source for the insert pages.

- **Insert Options:** place insert After Page(s) or Before Page(s).
- **Insert Quantity:** Specifies the number of pages to be inserted at each location.
- **Page(s):** Specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9-11.

- **Paper:** The Paper field displays the Use Job Settings default size, color, and type of paper to use for the insert pages. To change the paper to use for the insert pages, click the down arrow to the right of the Paper field, then select from the following menu items:
 - **Other Size:** Click this menu item, then click the paper size desired for the insert pages.
 - **Other Color:** Click this menu item, then click a color for the paper to use for the insert pages.
 - **Other Type:** Click this menu item, then click the type of paper to use for the insert pages.
- **Job Settings:** Displays the attributes of the paper for the majority of the document.

Windows

1. In the printer driver, click the **Special Pages** tab, then click **Add Inserts**.
2. In the **Add Inserts** window, select the desired options, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, click **Xerox Features**, then click **Special Pages**.
2. Click **Add Inserts**.
3. Select the desired options, then click **OK**.

Printing Exception Pages

You can specify the characteristics of any pages in the print job that differ from the settings used for the majority of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the **Add Exceptions** window, set the characteristics of these two exception pages and select the alternate paper size to use.

- **Page(s):** Specify the location (page or range of pages) to place the inserts. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9-11.
- **Paper:** The **Paper** field displays the Use Job Settings default size, color, and type of paper to use for the exception pages. To change the paper to use for the exception pages, click the down arrow to the right of the **Paper** field, then select from the following menu items:
 - **Other Size:** Click this menu item, then click the paper size desired for the exception pages.

Printing

- **Other Color:** Click this menu item, then click a color for the paper to use for the exception pages.
- **Other Type:** Click this menu item, then click the type of paper or media to use for the exception pages.
- **2-Sided Printing:** Click the down arrow, then click the desired 2-sided printing option:
 - **1-Sided Print:** Prints the exception pages on one side only.
 - **2-Sided Print:** Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound on the long edge of the sheet.
 - **2-Sided Print, Flip on Short Edge:** Prints the exception pages on both sides of the sheet of paper with the images printed so the job can be bound on the short edge of the sheet.
- **Job Settings:** Displays the attributes of the paper for the majority of the document.

Windows

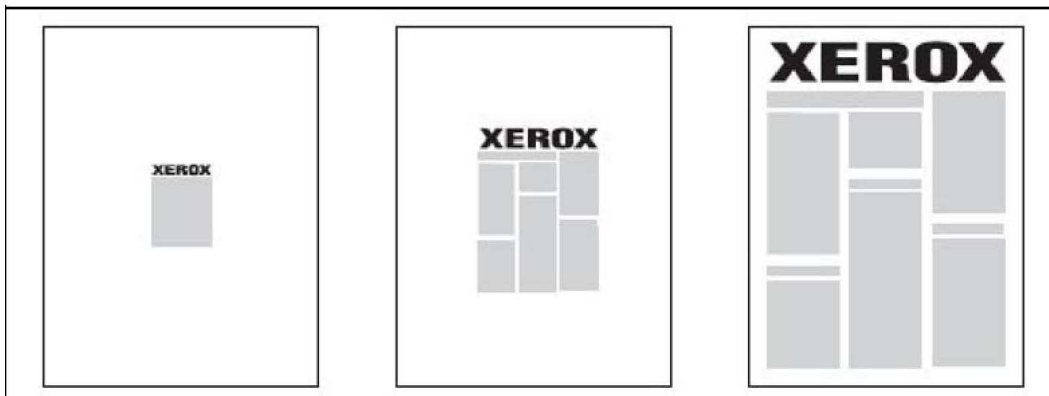
1. In the printer driver, click the **Special Pages** tab.
2. Click **Add Exceptions**.
3. Click the desired settings, then click **OK**.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, then click **Xerox Features**.
2. Click **Special Pages**, then click **Add Exceptions**.
3. Click the desired settings, then click **OK**.

Scaling

To reduce or enlarge your printed page images, select a scaling value between 1 and 999 percent. The default value is 100 percent.



Windows

1. In the printer driver, click the **Paper/Output tab**.
2. Click the down arrow to the right of the **Paper** field, then click **Other Size**.
3. In the **Paper Size** window, click the arrow to the right of **Scale Options**, then click either:
 - **Automatically Scale** to scale from one standard paper size to another.
 - **Manually Scale** to scale by a percentage entered in the percentage field.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the **Scale** field, type the desired scale percentage value.
3. Click **OK**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted as a watermark.

You can:

- Create a watermark.
- Edit an existing watermark's text, color, density, location, and angle.
- Place a watermark on either the first page or every page in a document.
- Print a watermark in the foreground or background or blend with the print job.
- Use a picture for the watermark.
- Use a time stamp for the watermark.

Note

Not all applications support watermark printing.

Windows

1. In the printer driver, click the **Layout/Watermark** tab.
2. Click the **Watermark** down arrow, then click the desired existing watermark.
3. To modify an existing watermark, click the **Watermark** down arrow, click **Edit**, make the desired settings in the **Watermark Editor** window, then click **OK**.
4. To create a new watermark, click the **Watermark** down arrow, click **New**, make the desired settings in the **Watermark Editor** window, then click **OK**.

Printing

5. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Macintosh

1. In the **Print** dialog box, click **Copies + Pages**, then click **Xerox Features**.
2. Click the **Watermark** down arrow, then click the desired existing watermark.
3. To modify a watermark, click the **Watermark** down arrow, click **Edit**, make the desired settings in the **Watermark Editor** dialog box, then click **OK**.
4. To create a new watermark, click the **Watermark** down arrow, click **New**, make the desired settings in the **Watermark Editor** dialog box, then click **OK**.
5. To select watermark printing options, click the **Watermark** down arrow, click **Options**, then click the desired printing options.

Printing Mirror Images for Windows

If the PostScript option is installed, you can print pages as a mirror image. Images mirror left to right when printed.

1. In the printer driver, click the **Advanced** tab.
2. Click the **Image Options** plus sign (+), click **Mirrored Output**, then click **Yes**.

Creating and Saving Custom Sizes

You can print custom size paper from Trays 1, 2, 3, 4 and 5 (Bypass Tray). Custom size paper settings are saved in printer driver, and are available for you to select in all your applications.

Note

For details, refer to Loading Media.

Windows

1. Click the **Paper/Output** tab.
2. Click the arrow to the right of the **Paper** field, then click **Other Size**.
3. In the **Paper Size** window, click the arrow to the right of **Output Paper Size**, then click **New**.
4. In the **New Custom Size** window, type a name in the **Name** field, then type dimensions in the **Height** and **Width** fields.
5. Click **OK** twice.

Macintosh

1. In the application, click **File**, then click **Page Setup**.
2. In the **Paper Size** drop-down list, click **Manage Custom Sizes**.
3. Click the **+** button to add a new custom page size.
4. Double click the name **Untitled**, then type a name for the custom size.
5. Type dimensions in the **Height** and **Width** fields.
6. Click **Printer Margins**, then either:
 - Select **User Defined**, then type custom margin values.
 - Select your printer from the list to use default margins.
7. Click **OK**.

Job Completion Notification for Windows

You can choose to be notified when your job is done printing. A message appears in the lower right corner of your computer screen with the name of the job and the name of the printer where it was printed.

Note

This feature is only available when your printer is connected to your Windows computer over a network.

1. In the printer driver, click **More Status** at the bottom of any tab.
2. In the **Status** window, click **Notification**, then click the desired option.
3. Click the **X** in the upper right corner of the window.

Printing from USB Flash Drive and Media Card Reader

Printing from a USB Flash Drive

PDF, JPG, TIFF, and XPS files can be printed directly from a USB Flash Drive using the **Media Print - Text** feature.

Note

The print from USB option must be enabled by the System Administrator.

Note

The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the control panel.

To print from a USB Flash Drive:

1. Insert a USB Flash Drive in the USB port on the control panel. The USB Device Detected Window appears.
2. Press the **Services Home** button.
3. Touch **Media Print-Text**.
4. To print one file, touch **Select from List**.
5. To select multiple files: press **Select All** to print all files or select a range of files to print by touching **Select from Range**. Enter the files numbers using the plus or minus (\pm) buttons
6. Touch the desired folder. If necessary, touch **Next** to move down one directory level. Touch **Previous** to move up one directory level.
7. Touch the desired file.
8. If desired, make selections from the **Output Color, Paper Supply, 2-Sided Printing** and **Pages per Side** drop-down lists.
9. Press the green **Start** button to print the file.

Note

The default color setting is Black and White. To select color output, touch **Output Color**, then touch **Color**.

Printing from the Media Card Reader

JPEG, TIFF, DCF 1.0 JPEG and TIFF files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

Note

Color images print in color.

Note

Ensure that a USB Flash Drive is not present in the USB port on the control panel.

1. Insert a Compact Flash card in the Media Card Reader. The USB Device Detected Window appears.
2. Press the **Services Home** button.
3. Touch **Media Print-Photos**.
4. Touch **Select from List** to print one file.
5. Select the **Thumbnail Preview** option on the Select from List screen to preview your photos before printing.
6. To select multiple files, either touch **Select All** to print all files or select a range of files to print by touching **Select from Range**. Enter the files numbers using the plus or minus (\pm) buttons.

7. Touch the desired file.
8. Press the green **Start** button to print the file.

Printing and Deleting Secure Print Jobs

The Secure Print job type allows you to print a job after you select your user identification and enter your passcode at the printer control panel.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Secure Print**.
2. In the **Secure Print** window, type and confirm a 1 to 12 digit passcode.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies + Pages**, then click **Xerox Features**.
2. Click the **Job Type** menu, then click **Secure Print**.
3. Type and confirm a 1 to 12 digit passcode.
4. Click **OK**.

Printing or Deleting Secure Print Jobs at the Printer

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs + More** tab, then touch **Secure Print**.
3. Touch your user identification in the list, then touch **Job List**.
4. Enter the passcode using the alphanumeric keypad, then touch **Confirm**.
5. Touch the document in the job list. If desired, enter the print quantity using the alphanumeric keypad.
6. Touch **Print**.
7. To delete the job, touch **Delete**.

Caution

Once deleted, a job cannot be restored.

Printing a Sample Set

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

Windows

1. In the Print window, under **Number of Copies**, type the number of copies, or click the arrows.
2. Click **Properties**, click **Paper/Output**, click the **Job Type** menu, then click **Sample Set**.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies + Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, then click **Sample Set**.

Printing or Deleting the Job at the Printer

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs + More** tab, then touch **Sample Set**.
3. Touch your user identification in the list, then touch **Job List**.
4. Touch the document in the job list. If desired, enter the print quantity using the alphanumeric keypad.
5. Touch **Release**.
6. To delete the job, touch **Delete**.

Caution

Once deleted, a job cannot be restored.

Delayed Printing

A print job can be delayed for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. Use either a 12-hour format or a 24-hour format.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Delay Print**.
2. Under **Time to Print**, type the desired print time, or click the arrows, then click **OK**.
3. Click **OK**.

Macintosh

1. In the print dialog box, click **Copies + Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, then click **Delay Print**.
3. Click the arrows to set the desired print time, then click **OK**.

Charge Print

When this feature is enabled, only the print jobs of authenticated users can be printed. This feature must be configured by the System Administrator. For details, see the System Administrator Guide at www.xerox.com/support and select Documentation for this product.

To print using this feature:

1. Print the job from your application.
2. On the printer control panel, press the **Log In/Out** button.
3. Using the touch screen keyboard, enter the user identification, then touch **Enter**.
4. If required, enter the passcode, then touch **Enter**.
5. Press the **Job Status** button, touch the **Secure Print Jobs + More** tab, then touch **Charge Print**.
6. Touch the desired user, then touch **Job List**.
7. If required, enter the passcode, then touch **Confirm**.
8. Touch the job to be printed or deleted.
9. If desired, specify the number of print sets using the alphanumeric keypad, then touch **Print**. After printing, the job is deleted.
10. To delete the job without printing, touch **Delete**.
11. When finished, press the **Log In/Out** button, then touch **Logout**.

Caution

Once deleted, a job cannot be restored.

Saving a Print Job to the Printer

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not automatically deleted after printing, but it can be manually deleted at the printer control panel.

Windows

1. In the printer driver, click **Paper/Output**, click the **Job Type** menu, then click **Store File in Folder**.
2. In the **Store File in Folder** window, do one of the following:
 - Click the arrow to the right of **Job Name**, then click **Use Document Name**.
 - Delete the text in the **Job Name** field, then type a job name.
3. To select a **Folder Number**, do one of the following:
 - Click the arrow to the right of **Folder Number**, then click a folder number in the list.
 - Delete the text in the **Folder Number** field, then type a folder number.

Printing

4. To create a Secure Saved Job, select the **Secure Saved Job** check box. Type and confirm a 1 to 20 digit passcode.
5. Click **OK**.
6. Click **OK**. The job will be stored in the printer.

Macintosh

1. In the print dialog box, click **Copies + Pages**, then **Xerox Features**.
2. Click the **Job Type** menu, click **Store File in Folder**.
3. In the **Store File in Folder** dialog box, type a job name.
4. Select a folder on the printer.
5. If desired, enter the Secure Job data.
6. Click **OK**.
7. Click **Print**. The job will be stored in the printer.

Printing or Deleting a Job at the Printer

1. On the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs + More** tab, then touch **Public Folder**.
3. Touch the job to be printed or deleted.
4. If required, enter the passcode, then touch **Confirm**.
5. If desired, specify the number of print sets using the alphanumeric keypad, then touch **Print**.
6. To delete the job without printing, touch **Delete**.

Folding

If your machine is equipped with the Booklet Maker Finisher and/or the optional C/Z Folder, you can make prints using the folding option. The option folds your prints in half (single or bifolding) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

Note

In order to use the folding option, the orientation of documents must be short-edge feed (SEF). You must select a paper tray that contains SEF stock.

Fold Types

Note

The Single Fold (Bi-Fold) option is available only with the Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

These fold types are available:

- Single Fold (Bi-Fold)
- C-Fold
- Z-Fold
- Z-Fold Half Sheet

Accessing the Square Fold options

For network print jobs, the Square Fold feature and its related options can be accessed either from your computer's print driver (before the job is submitted for printing or at the print server (after the job is submitted for printing). To access the Square Fold feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.

For jobs already at the print server, continue to Step 3.
2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word or Adobe Reader).
 - a. Select **File** and **Print**.
 - b. From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
 - c. Continue to Step 4.
3. From the print server, if applicable, open the Properties of the desired job: a) Double click on the job (from either the Hold or Printed Jobs queues). b) From the Properties window, go to the Finishing/Output tab. c) Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Square Fold (Book Pressing) option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the the job to the machine.

Accessing the Trimmer options

For network print jobs, the Trimmer feature and its related options can be accessed either from your computer's print driver (before the job is submitted for printing or at the print server (after the job is submitted for printing). To access the Trimmer feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.
 - For jobs already at the print server, continue to Step 3.

Printing

2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word or Adobe Reader).
 - a. Select **File** and **Print**.
 - b. From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
 - c. Continue to Step 4.
3. From the print server, if applicable, open the Properties of the desired job:
 - a. Double click on the job (from either the Hold or Printed Jobs queues).
 - b. From the Properties window, go to the Finishing/Output tab.
 - c. Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Trimmer option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the the job to the machine.