

## Overview

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You can send documents to your DocuPrint printer from Windows NT 4.0 in several ways. This card explains how to install the PostScript printer drivers, and procedures for accessing the job ticket and submitting print jobs using NT 4.0 driver (transparent client).

## Installing and configuring the system

Follow these steps to install the printer driver from the DocuPrint Network Server software disks:

1. Double click the *My Computer* icon.
2. Double click the *Printers* icon.
3. Double click the *Add Printer* icon.
4. At the Add Printer Wizard screen, click [Next>].
5. Click the port your printer is connected to, then click [Next>].

**Caution:** If you select a file server from the printer port and are not logged onto the server, NT 4.0 will:

- Not display the job ticket properties dialog box from an application; and
- Give the following error message once you select Properties for the printer icon from the Printers folder:

You don't have access to this printer

You can log onto the selected file server any time following the NT 4.0 PS2 transparent client installation, using the Network Neighborhood icon.

6. Click [Have Disk...].

Do NOT select any of the Manufacturers or Printers.

7. At the Install from Disk screen, insert the NT 4.0 PS2 Transparent Client disk into the 3.5" disk drive of your PC, then click [OK].

A list of printers displays on the screen.

8. Click the model of your printer, then click [Next>].
9. Click [Next>] again.

**Note:** Always choose the option, "Replace existing driver."

10. At the Add Printer Wizard screen, type the name of the printer, or accept the default. This will be the printer icon name.
11. If this is the first printer installed, click [Next>]. Otherwise, click [Yes] to use this printer as the default printer for all Windows applications, then click [Next>].
12. If the printer will be shared with other network users, click [Shared] and type the shared printer name, then click [Next>]. Otherwise, leave it as the default, and click [Next>].

13. Click [Yes] to print a test page, or [No] to skip this option, then click [Finish].

The selected printer will now be installed, and a new printer icon will appear in the Printers folder. The test page will print to the designated printer.

## Printing from your Windows application

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Follow these steps to print a document from a Windows application:

1. Access your application software.
2. Open the document you want to print.
3. From the File menu of the document, click [Print...].
4. On the Print window, pull down the Printer name list. Click the printer driver you intend to use, then click [Properties].
5. On the DocuPrint NPS/IPS Setup window, set up the job ticket for your desired print options (see "Setting up a job ticket"), then click [OK].
6. At the Print window, click [OK] to send your job to a printer (print queue) or to a file, depending on the connection you made in the Printer dialog box. To cancel a print job you have sent, click [Cancel] in the screen message; the print job is removed from the queue.

## Opening, saving, and resetting a job ticket

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

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

## Setting up a job ticket

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

- Specify the number of copies to print.
- Specify which pages to print.
- Specify page orientation.
- Specify sides to image.
- Set the image shift.
- Specify the paper weight.
- Program the Main Stock (Stock 1).
- Select the finishing features.
- Enter job notes using the *Job Notes...* icon.
- Specify paper stocks using the *Paper Stocks...* icon.
  - Select the paper stock size
  - Select the paper stock type
  - Select the paper stock color
  - Select drilled stock
- Specify Special Pages using the *Special Pages...* icon.
  - Add Special Pages
  - Change Special Pages
  - Delete Special Pages
- Specify Highlight Color options using the *Highlight Color...* icon.
  - Select the highlight color]
  - Select the color mismatch action
  - Select the extraction color
  - Select the mapping mode
- Set advanced PostScript options using the *Advanced PostScript Options...* icon.
  - Compress graphics
  - Print graphics in color
  - Print PostScript error information
  - Print negative or mirror images of your documents
  - Print with printer fonts in place of TrueType fonts
  - Specify halftoning options
  - Specify printing resolution
  - Specify the format for sending TrueType fonts to your printer
- Set preferences using the *Preferences...* icon.

## **Redirecting printing to a Xerox network print queue**

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There are several ways to redirect printing to a Xerox network print queue, depending on the type of network and software you are running. Refer to the documentation for your local area network software or to your system administrator for more information.

Following is an example of one way to redirect printing to a Novell NetWare 3.12 Xerox network print queue using Windows NT 4.0.

**Note:** This example assumes that a NetWare 3.12 print queue is being forwarded to a DocuPrint server for Windows NT 4.0.

1. From Start, select Settings, then Printers.
2. Click a printer, then click the right mouse button.
3. Click [Properties].
4. Click the *Ports* tab.
5. Click [Add Port].
6. Double click on the printer/port of your choice.
7. Close all windows.

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## **Xerox DocuPrint NPS/IPS**

### **Submitting Your Jobs Using Windows NT 4.0 Drivers**

#### **Quick Reference Card**

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

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