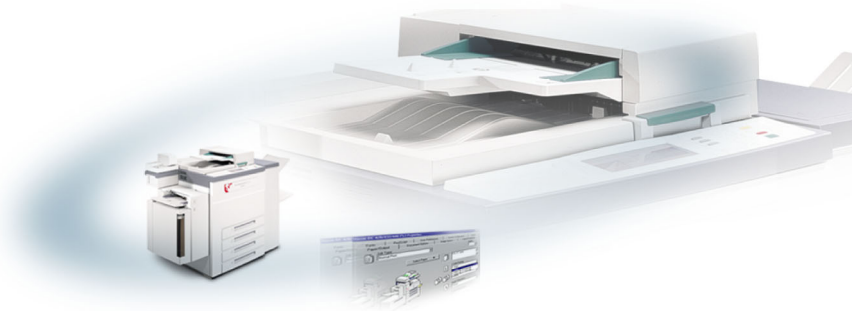


THE DOCUMENT COMPANY

XEROX[®]

CentreWare[®]

Print and Fax Drivers Guide



For Macintosh

Release 5.50



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Version 1.1

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Welcome to CentreWare Printer Drivers for Macintosh

The CentreWare printer drivers enable printing from a Macintosh workstation to a Xerox system in a network environment. They contain a variety of feature options that enable you to customize your print jobs.

Integrated fax capabilities vary with each Xerox system. Not all Xerox printers support both network printing and LAN fax submitted from the desktop. Check your product-specific literature for more details. Other network fax options can be configured with different models, using third-party software applications.

CentreWare 5.50 provides enhanced support for the WorkCentre Pro (WCP) models: WCP 55/45/35, WCP 90/75/65, and WCP 40/32 Color.

CentreWare Printer Drivers

New features supported in this release include stapling, offsetting, hole punching, booklet fold, booklet staple, and watermark printing.

CentreWare Macintosh Printer Drivers include the following components:

- Custom printer drivers
- Custom PostScript Printer Description files (PPDs)
- Generic PPDs

Macintosh Printer Utility

The Macintosh Printer Utility is a CentreWare application that enables network administrators to:

- Rename and rezone Xerox systems that are configured for AppleTalk connectivity
- Query the characteristics of a printer
- Print a list of fonts installed on a printer
- Send PostScript files or portions of PostScript code to a printer.

This utility requires a Macintosh Operating System 8.1 or higher.

Printer Driver Documentation

CentreWare Print and Fax Drivers Guide for Macintosh

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

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

Help System

The CentreWare custom printer driver and PPD for Macintosh supports balloon help. Simply enable balloon help on your system and help will be available.

CentreWare Printer Driver Support

Internet Support

Please consult the Xerox Web site (<http://www.Xerox.com>), and follow the product links for your Xerox system. The Web site contains product support information, product overviews, and updates. Printer drivers can also be downloaded from this site.

Telephone Support

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

WorkCentre Pro Serial Number

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

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

Customer Tips

Additional tips and technical information for printer drivers are available on the Xerox Web site, www.Xerox.com. Locate your product and access the Customer Tips link. *Customer Tips* cover specific issues that may require special procedures or application notes regarding the operation and configuration of your Xerox system.



Installing Macintosh Printer Drivers

The CentreWare Print and Fax Drivers CD contains a variety of custom printer driver and PostScript Printer Description (PPD) file combinations that support printing to a Xerox system from a Macintosh workstation.

This chapter explains how to install the printer drivers and PPDs for your Xerox system.

What's in this chapter:

- *Workstation Requirements* 1-2
- *Understanding the Printer Driver/PPD Options* 1-3
- *Custom Printer Driver Installation* 1-4
- *Installing Generic PPDs* 1-6
- *Enabling LPR Printing* 1-10
- *Uninstalling Printer Drivers and PPDs* 1-11

Workstation Requirements

The minimum hardware requirements for the Macintosh printer drivers are:

- 4 MB of memory

NOTE: The CentreWare Macintosh printer drivers will not operate on Macintosh 68K computers.

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

The following table shows the CentreWare 5.50 custom printer drivers and PPDs that are available in specific Macintosh environments. Note that only generic PPDs are available for OS X systems.

CentreWare 5.50 WorkCentre Pro (WCP) Printer Driver/PPDs	Macintosh Operating Systems
WCP 40/32 Color Custom PostScript	OS 8.6 to 9.x
WCP 40/32 Color Generic PPD	OS 8.6 to 9.x OS X
WCP 55/45/35 Custom PostScript	OS 8.6 to 9.x
WCP 55/45/35 Generic PPD	OS 8.6 to 9.x OS X
WCP 90/75/65 Custom PostScript	OS 8.6 to 9.x
WCP 90/75/65 Generic PPD	OS 8.6 to 9.x OS X

Table 1-1: Macintosh Printer Drivers and PPD Files

Understanding the Printer Driver/PPD Options

A PostScript Printer Description (PPD) file is a readable text file that provides a uniform approach for specifying special features for printer drivers that interpret PostScript. Generic PPDs do not support all of the special features of Xerox systems, but can be used to enable all basic features and many advanced PostScript printing capabilities.

Xerox Custom Printer Driver and PPD

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

Generic PPD

A generic PPD is also available for each supported Xerox system. The generic PPD is provided for the convenience of those users who don't want to install an additional driver on their systems or who want to print using the Adobe PostScript 8.x or the Apple LaserWriter 8.x printer drivers. Keep in mind that the generic PPDs support limited print options, such as stapling, duplexing, adjusting image quality, and resolution. They do not enable you to use some of the special print options supported in the custom driver, such as printing transparencies, banner pages, or covers.

NOTE: Do not use the generic PPDs with the Xerox custom driver. They should only be used in conjunction with the Adobe PostScript 8.x printer driver or the Apple LaserWriter 8.x printer driver.

Custom Printer Driver Installation

The Xerox installation program installs the custom printer driver and PPD. The following table lists the custom Macintosh printer driver installation file for each Xerox system in this release. The printer drivers are located in separate folders within the DRIVERS\MAC folder on the CentreWare Print and Fax Drivers CD.

Xerox System	Printer Driver Folder	Installation File Name
WCP 55 WCP 45 WCP 35	WCP55_WCP45_WCP35\ PS_90_9.x	Xerox WCP 55 Xerox WCP 45 Xerox WCP 35
WCP 90 WCP 75 WCP 65	WCP90_WCP75_WCP65\ PS_90_9.x	Xerox WCP 90 Xerox WCP 75 Xerox WCP 65
WCP 40C WCP 32C	WCP40C_WCP32C\ PS_40C_9.x	Xerox WCP 40 Color Xerox WCP 32 Color

Table 1-2: Macintosh Printer Driver Installation Files

Installing the Custom Printer Drivers and PPDs

Ensure that the printer driver you want to install is available either locally or on a mounted network drive. If you are installing from a CD-ROM, double-click the CD icon when it is displayed on your desktop.

► **To locate the printer driver installation file:**

- 1 Browse the CD contents or directory structure to locate the **Drivers** folder. Double-click **Drivers > Mac**.
- 2 Double-click the folder for your Xerox system.
- 3 Double-click the folder **PS_xxx_9.x** folder, where *xxx* represents your printer model. See *Table 1-2, Macintosh Printer Driver Installation Files* for details.
- 4 Double-click the Xerox printer installation icon. An introductory ReadMe appears.
- 5 Click **Continue** to begin the installation.
- 6 Click **Agree** to accept the licensing terms.
- 7 Click **Install** to begin the installation. Follow the directions in the installation program.
- 8 You are prompted that the installation is successful. Click **OK**.

The printer driver and PPD installation is complete.

NOTE: A dialog opens with a pdf copy of the *Print and Fax Driver User's Guide*. This guide provides an introduction to the printer drivers and explains how to use the many printing features and options available to you.

Continue with *Setting Up and Configuring Xerox Custom PPDs* on page 1-6.

Setting Up and Configuring Xerox Custom PPDs

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

► To set up and configure custom PPDs:

- 1 In the Apple Chooser, select the printer driver for your Xerox system. Ensure that you are in the appropriate AppleTalk zone. If your computer is connected to a network with only one zone, there will not be any zones available.
- 2 In the Select a PostScript Printer list, select the AppleTalk name for your Xerox system.
- 3 Click **Create**. In the dialog that appears, select the Custom PPD for your Xerox system.
- 4 Click **Select PPD** and select the Custom PPD for your Xerox system. Click **Open**.
- 5 Select **Configure** and choose your printer's Installable Options. Click **OK**.

NOTE: If you have Bi-Directional capabilities, click **Auto Configure** to search, or manually enter the appropriate information.

Bi-Directional communication automatically updates the printer driver with the printer's installed options and reports specific information about the printer's operational status.

- 6 Click **OK**. Close the Chooser. A new printer icon appears on the desktop.
- 7 Open a document in an application and select **File > Print**.
- 8 From the print options menu, select **Plug-In Preferences**.
- 9 Select the box next to **Print Time Filters**.
- 10 Select the box next to the custom PPD you are using. Make sure only one Custom PPD is selected.
- 11 Click **Save Settings** and **OK** to save the PPD assignment.
- 12 Click **Cancel** or **Print** to close the dialog.

The Macintosh custom printer driver and custom PPD setup is complete. The Xerox system becomes your default printer.

Installing Generic PPDs

Generic Print Emulation PPDs

The Generic PPDs can be installed and used for printing with Apple LaserWriter printer drivers or Adobe PostScript (PS) printer drivers. Generic PPDs are also provided for OS X systems.

The following table lists the Macintosh Generic PPD files that are available with this release. The PPD files are located in separate folders within the DRIVERS\MAC folder on the CentreWare Print and Fax Drivers CD.

Xerox System	File Type	Folder	Installation File Name
WCP 40C/32C	Generic PS 3 PPD OS 8.6 - OS X	\\WCP40C_WCP32C\ GenericPPD_40C_8.6-9x	XRWCP32C.PPD XRWCP40C.PPD
		\\WCP40C_WCP32C\ GenericPPD_40C_Xv10.x	WCP32 Color.DMG WCP40 Color.DMG
WCP 55/45/35	Generic PS 3 PPD OS 8.6 - OS X	\\WCP55_WCP45_WCP35\ GenericPPD_55_8.6-9x	XRXWCP35.PPD XRXWCP45.PPD XRXWCP55.PPD
		\\WCP55_WCP45_WCP35\ GenericPPD_55_Xv10.x	WCP35.DMG WCP45.DMG WCP55.DMG
WCP 90/75/65	Generic PS 3 PPD OS 8.6 - OS X	\\WCP90_WCP75_WCP65\ GenericPPD_90_8.6-9x	XRXWCP75.PPD XRXWCP45.PPD XRXWCP90.PPD
		\\WCP90_WCP75_WCP65\ GenericPPD_90_Xv10.x	WCP65.DMG WCP75.DMG WCP90.DMG

Table 1-3: Macintosh PPD Files

Installing PPDs in Mac 8.6-9.x Environments

There is no installation program for installing PPDs in Mac 8.6-9.x environments. The files must be copied to the appropriate directory on your system.

► To install PPDs in Mac 8.6-9.x environments:

- 1 Locate the desired PPD files on the CentreWare CD. Refer to Table 1-3 on page 1-7 for details.
- 2 Copy the files to the following directory:

[HD]:/System Folder/Extensions/Printer Descriptions

The PPD is available for use with the printer driver.

Installing PPDs in Mac OS X Environments

Xerox supplies an installation program for installing generic PPDs in OS X environments.

► To install generic PPDs in Mac OS X:

- 1 Browse the CentreWare CD to locate the .DMG file for the PPD you want to install. Refer to Table 1-3 on page 1-7 for details.
- 2 Double-click the .DMG file.
- 3 Double-click the PPD installation program in the Generic PPD folder on the newly mounted disk image.
- 4 Enter the Administrator password (if required).
- 5 Accept the license agreement.
- 6 Select the destination disk, and click **Install**.

The PPD files are copied to:

[HD]:/Library/Printers/PPDs/Contents/Resources/<language>.lproj.

Setting Up and Configuring Generic PPDs

NOTE: Do not use the generic PPDs with the Xerox custom printer drivers.

► To set up and configure the generic PPDs:

- 1 In the Apple Chooser, select the LaserWriter 8 printer driver or the Adobe PS printer driver. Ensure that you are in the appropriate AppleTalk zone. If your computer is connected to a network with only one zone, there will not be any zones available.
- 2 In the Select a PostScript Printer list, select the AppleTalk name for the Xerox system that you want to use.
- 3 Click **Create**. In the dialog that opens, select a PPD for your Xerox system.
- 4 Click **Select**.
- 5 Click **Setup** and select the Custom PPD for your Xerox system.
- 6 Select **Configure**.

NOTE: If you have Bi-Directional capabilities, click **Auto Configure** to search, or manually enter the appropriate information.

Bi-Directional communication automatically updates the printer driver with the printer's installed options and reports specific information about the printer's operational status.

- 7 Click **OK**. Close the Chooser. A new printer icon appears on the desktop.
- 8 Open a document in an application and select **File > Print** to test the print capability.

Enabling LPR Printing

LPR (aka IP) printing is supported through the common *PrintingLib*. LPR printing is set up via the Desktop Printer Utility in OS 9 and via the Print Center in OS X. The following procedure outlines setup in OS 9.

NOTE: Version 1.2 of the Desktop Printer Utility (DTPU) is available from Apple and ships with Mac version 8.6 or higher. DTPU, version 1.2 does not work with the Mac OS prior to version 8.5.

► To set up LPR printing in Mac OS 9:

- 1 Double-click the **Hard Drive** icon.
- 2 Double-click the **Apple Extras > Apple LaserWriter Software** folders.
- 3 Double-click the **Desktop Printer Utility**. The New Desktop Printer dialog appears.

NOTE: If the Desktop Printer Utility icon is grayed out, restart your computer and begin again with Step 1.

- 4 Select a printer driver to use for LPR printing from the drop-down menu.
- 5 Select **Printer (LPR)** from the options to create a desktop printer using LPR printing. Click **OK**.

A dialog appears that allows you to:

- confirm or change the PPD file.
- confirm or change the LPR printer selection.

If you have not specified the LPR printer to which you are printing (using domain name or IP address), click **Change**. A dialog opens for you to type in the domain name or IP address of your internet printer. Click **Verify**, then **OK**.

- 6 Click **Create**. Choose a name with which to save your desktop printer.
- 7 Select the printer name. The **Open** button changes to **Save**.
- 8 Click **Save**. A desktop printer icon appears on your desktop. Close all open dialog boxes.

Uninstalling Printer Drivers and PPDs

Uninstalling Custom Printer Drivers

You must manually uninstall printer drivers to remove the files from your system. You should always uninstall existing drivers prior to installing updated versions.

► **To uninstall the custom printer drivers:**

- 1 Select **Chooser** from the Apple menu, and ensure that the printer driver you want to delete is not the default driver.
- 2 Drag the desktop icons for the printers that you want to delete to the Trash.
- 3 Open the **System** folder and double-click **Printing Plug-ins**. Locate the files specific to Xerox system. Refer to the following file names.
 - Xerox WCP 32 Color
 - Xerox WCP 40 Color
 - Xerox WCP 55
 - Xerox WCP 45
 - Xerox WCP 35
 - Xerox WCP 90
 - Xerox WCP 75
 - Xerox WCP 65
- 4 Select the files that you want to remove and drag them to the Trash.

5 Open the **Printer Descriptions** folder located in the **Extensions** folder, and select the PPD files for your Xerox system:

- WCP 32 Color Xerox
- WCP 40 Color Xerox
- WCP 55 Xerox
- WCP 45 Xerox
- WCP 35 Xerox
- WCP 90 Xerox
- WCP 75 Xerox
- WCP 65 Xerox

6 Move the file to the Trash, and empty the Trash.

The driver uninstallation is complete.

Uninstalling PPD Files

To uninstall PPD files, you must manually delete them from the system.

► To uninstall PPD files:

- 1 Select **Find** from the File menu.
- 2 In the text field, enter the name of the PPD file you want to locate and press **Enter**.
- 3 Select the file on the hard drive and move it to the Trash.
- 4 Empty the Trash. The PPD is uninstalled.



Using Macintosh Printer Drivers

This chapter summarizes the procedures for using the custom printer drivers for the Xerox WorkCentre Pro 55/45/35, 90/75/65, and 40/32 Color. These procedures are based on printing from Microsoft Word using a Mac OS 9. The specific procedures for printing from other applications may vary.

NOTE: The custom driver is not available for OS X systems. You may use the generic PPD to print from OS X systems.

What's in this chapter:

- *Accessing Print Options* 2-2
- *Custom Printer Driver Options*..... 2-3

Accessing Print Options

This section discusses how to access and use the printer driver features for your Xerox system. Most of the Xerox-specific options are contained in the Xerox Features dialog.

NOTE: Printing option availability varies based the capabilities of your Xerox system.

► **To access printer driver options:**

- 1 From your application, select **File > Print**. The application Print dialog appears. Choose the Xerox system from the **Printer** drop-down list.
- 2 From the print options menu, select **Xerox Features**.

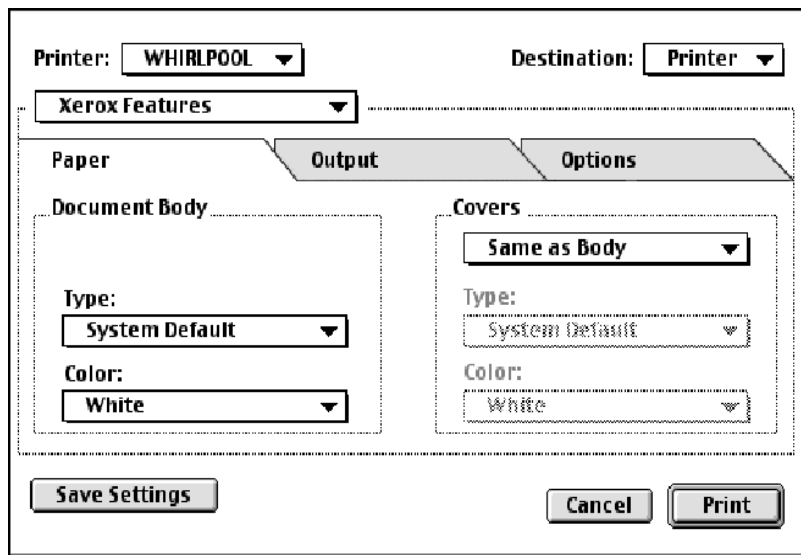


Figure 2-1: Xerox Features Dialog

Custom Printer Driver Options

Accounting

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

Both the Xerox system and the CentreWare printer driver must be configured for accounting.

▶ To enable accounting:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 Select **Accounting** to enable it.

▶ To use accounting:

- 1 Click **Print**. Your application now requests the User ID and Account ID for the job in the dialog that appears.
- 2 Type in the User ID and Account ID (if issued one by a System Administrator).
- 3 Click **OK** to exit the dialog and print your document.

Adjusting Brightness

This option lightens or darkens the printed image of your documents.

NOTE: This option is available on the WorkCentre Pros 55/45/35 and 90/75/65 only.

► To lighten or darken appearance of your print job:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 From the **Image Quality** menu, select a lighten or darken level.
- 5 Click **Print**.

Adjusting Resolution

This option specifies the dpi (dots per inch) at which your documents are printed. A higher dpi prints a clearer or crisper image.

NOTE: This option is available with WorkCentre Pros 55/45/35 and 90/75/65 only.

► To set the resolution for a printed document:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 From the list box, select a **Resolution** option.
- 5 Click **Print**.

Options vary with printer model.

Background Printing

This option allows you to continue using your application or workstation while your document prints. Otherwise, you have to wait for your document to print and then resume working.

► **To set up background printing:**

- 1 From your application, select **File > Print**.
- 2 From the printer options menu, select **Background Printing**.
- 3 From the **Print in** options, select **Background**.
- 4 Select **Normal** for print time, then click **Print**.

Banner Sheets

Banner sheets contain user and print job information. They print before each document, separating printed documents in the output trays. Banner sheets can be configured (enabled or disabled) in several places, including the CentreWare printer driver, the Xerox System, an application, or network software.

The CentreWare printer driver default is to print a banner sheet with each document printed by the Xerox System. However, simply deselecting this option in the driver may not guarantee that a banner sheet will not be printed.

When banner sheet-printing is enabled at the printer's control panel, it always prints, regardless of the settings in the printer driver or network software.

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

Additionally, network software can be configured to always print banner sheets with each print job. Some organizations may require the use of banner sheet due to overall print volume.

NOTE: See your Network or System Administrator if you have disabled banner sheet printing and a banner sheet is still being printed with your documents.

► To deselect a banner sheet for a print job:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 Remove the checkmark in the **Request Banner Sheet** box to deselect the option.
- 5 Click **Save Settings** to keep the setting for all print jobs.

Color Correction

Color Correction gives you the ability to adjust the color rendering in printed output to meet your specific needs. Choose among the following modes:

- **Automatic**—optimizes the appearance of your printed document. This option produces bright, solid colors and should be used for mixed documents or documents with graphics that include charts and graphs.
- **sRGB**—produces output to most accurately match your monitor's color RGB display. (not available for all drivers)
- **None**—No color correction will be applied to the print job.

NOTE: Color correction is not available for black and white Xerox systems.

► To set color correction options:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options Tab**.
- 4 Choose a Color Correction option.
- 5 Click **Print**.

Color Matching

Color Matching enables you to specify whether you want to print in black and white or color and to specify particular color systems for controlling the color output.

NOTE: Color matching is not available for black and white Xerox systems. *Standard* and *Enhanced* color profiles are available for Mac OS 9. Color profiles can be installed from the CentreWare CD.

► To specify color output options:

- 1 From your application, select **File > Print**.
- 2 Select **Color Matching** from the print options menu.
- 3 From the Print Color list box, select a color output option.
- 4 Choose a specific color matching method from the Intent list box or choose **Auto selection** to allow the system to determine the best option.
- 5 From the Printer Profile options, select **Use ColorSync Output Profile** to use a generic CMYK profile or select a specific printer profile from the list box.
- 6 Click **Print**.

Delayed Print

This option selects a specific time for your document to print. You can specify a time up to 24 hours from the time the job is submitted to print.

► To delay the printing of your job:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the Job Type list box, select **Delayed Print**.
- 5 Set the time of day for the print job, then click **AM** or **PM**.
- 6 Click **Print**. The job is held at the Xerox system then printed at the specified time.

Finishing Options

Finishing options for your Xerox system include hole punching, offsetting, stapling, and booklet printing.

Table 2-1 lists the available finisher units and the finishing options each offers. The finisher units are mutually exclusive, that is, only one finisher unit may be installed at a time. Check with your Xerox representative to determine which finisher units are available for your Xerox system.

Output Unit/	Output Destination	Available Finishing Options					
		Offset Stacking	Punch	Corner/Rear/ Dual Staple	Multiple Staple	Booklet Fold	Booklet Staple
Office Finisher	Top Tray	x	x	x	x	x	x
	Stacker Tray	OK	OK	OK	x	x	x
Advanced Office Finisher	Top Tray	x	OK	x	x	x	x
	Stacker Tray 1	OK	OK	OK	OK	x	x
	Stacker Tray 2	OK	OK	OK	OK	x	x
Professional Finisher	Top Output Tray	x	x	x	x	x	x
	Stacker Tray	OK	OK	OK	OK	x	x
	Booklet Maker Bin (only shown when booklet fold is selected)	x	x	x	x	OK	OK

Table 2-1: Finisher Options

Offset Printing

This option enables you to print multiple document sets so each printed set is slightly offset from one another in the output bin. Offsetting often makes it easier to sort and handle documents when you are printing several copies. Offsetting is selected by default. To disable Offsetting, deselect the Request Set Offsetting box on the Options tab of the Xerox Features dialog.

► To enable offset document delivery:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 Select the **Request Set Offset** check box.
- 5 Click **Print**.

Collating/Stapling

This option is used to select collated and/or stapled printed documents. General stapling options include one or two staples. Some Xerox systems support stapling up to five staples, depending on the media size and type of finisher you have installed.

Collated delivers two or more copies of a document as separate document sets (1,2,3...1,2,3...). *Uncollated* prints and delivers two or more copies of a document as separate sets of each page (1, 1, 1...2, 2, 2...3, 3, 3...).

- **Collated, 1 Staple** places a staple in the upper left corner for both Long Edge Feed (LEF) and Short Edge Feed (SEF) portrait or landscape documents.
- **Collated, 2 Staples** places a second staple on the lower left corner of the document.
- **Collated, Multiple Staples** applies from three to five staples to your document depending on the media size. This option is available only when the supporting finisher is installed and configured.

NOTE: Stapling positions may vary depending on other selections, such as rotation or N-Up (multiple pages on a single sheet) settings.

► **To request collated and stapled output:**

- 1 From your application, select **File > Print**.
- 2 Enter the number of copies to be printed.
- 3 From the print options menu, select **Xerox Features**.
- 4 Select the **Output** tab.
- 5 From the **Staple/Output Options** menu, select a Stapled and/or Collated option.
- 6 Click **Print**.

Hole Punching

The hole punch mechanism creates two, three, or four holes depending on how your finisher is equipped. The number of holes created by the punch cannot be changed through your software.

NOTE: A finisher that supports hole punching must be selected as an installed option in the Chooser before using this option.

► **To request hole punching:**

- 1 From your application, select **File > Print**.
- 1 From the print options menu, select **Xerox Features**.
- 2 Select the **Output** tab.
- 3 From the **Fold/Punch Options** list box, select a hole punch option.
- 4 Click **Print**.

Booklet Printing

Booklet Creation

Booklet creation enables you to create brochure-like printouts. A number of booklet sizes and shapes are possible, depending on how you intend to read the booklet (as a book or calendar).

NOTE: You may need to experiment to determine the best options to print a booklet properly. To test booklet printing, prepare a two-page test document with the same orientation and paper size as the document you want to print.

► **To print a booklet:**

- 1 From your application, select **File > Page Set Up**.
- 2 On the Page Attributes panel, set the following options:
 - From the Paper pull-down menu choose the **Paper size**.
 - Click the desired **Orientation** icon.
 - Select the **Booklet** checkbox.
- 3 Click the **icon** that reflects how your booklet will be read: like a book (First icon—long edge) or like a calendar (Second icon—short edge). Print the document. If you need to correct the sequence of the sheet output, turn on **Reverse Order** on the General Panel of the Printer dialog box.

NOTE: To print a two-sided booklet you must set the duplex setting for: 2-sided, flip on long edge. See *Two-Sided Printing* on page 2-22.

The following page attributes have been found to successfully create a booklet:

8.5 x 11 Book Style		8.5 x 11 Calendar style	
Paper Size:	8.5 x 11 LEF (Long Edge Feed)	Paper Size:	8.5 X 11 LEF (Long Edge Feed)
Image Orientation:	Landscape	Image Orientation:	Portrait
Booklet Creation Orientation:	Book style (Pages flip vertically)	Booklet Creation Orientation:	Calendar style (Pages flip horizontally)
2 Sided Printing:	2-sided, long edge	2 Sided Printing:	2-sided, long edge

Table 2-2: Booklet Page Attributes

Booklet Finishing

Booklet finishing provides the capability to print documents so the printed output is folded like a booklet. Booklets can be stapled or not stapled. Booklet finishing is only available when using Short Edge Feed page orientation.

- **C-Tri Fold**—Enables sheet folding in a "C" form. The paper is folded into thirds. The top and bottom third are folded toward one another with the top portion folded over the bottom portion.
- **Z-Tri Fold**—Enables sheet folding in a "Z" form. The paper is folded into thirds. The top and bottom third are folded away from one another with the top portion facing out.

▶ **To fold or staple booklets:**

- 1 Select **File > Print**.
- 2 From the print options, select **Xerox Features**.
- 3 Select the **Output** tab.

- 4 Choose one of the options from the **Staple/Output Options** and one of the fold options from the **Fold/Punch Options**.

NOTE: **Booklet Fold** and **Booklet Staple+Fold** are dynamic options. When Booklet is selected as a Page Set Up option, a fold option automatically appears in the Fold menu,. Available fold options will vary based on the selected Staple/Output option.

For example, if the setting in the Staple/Output Options is *Collated, Multiple Staples*, then only the Booklet Staple+Fold option is listed as a Fold option. If the setting in the Staple/Output Options is *Collated*, then only the Booklet Fold option is listed as a Fold option.

- 5 Click **Print**.

NOTE: Up to five unstapled sheets or 15 stapled sheets can be folded. If more than five unstapled or 15 stapled sheets are requested by a job, folding will be disabled and the job will be delivered to another output tray.

Font Options

The font options enable you to specify the preferred font format that is downloaded to the printer. You can control whether required fonts will be downloaded and whether or not Type 42 formats will be generated.

► To specify font download preferences:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Font Settings**.
- 3 Select **Annotate font keys** if you want font keys to be annotated in PostScript output.
- 4 Select your preferred font download format: **Type 1** or **TrueType** fonts.
- 5 Select **Always download needed fonts** if you want to ensure that required fonts are always downloaded to the printer.
- 6 Select **Never generate Type 42 format** if you do not want the printer to use TrueType 42 fonts.
- 7 Click **Print**.

Job Logging

Job Logging enables you to specify how PostScript errors will be handled when they occur.

► To specify PostScript error handling policies:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Job Logging**.
- 3 Select a PostScript error handling method.
- 4 Indicate whether you want to generate job copies or job logs.
- 5 Verify the Job Documentation folder in which job documents will be saved. Click **Change** to change the folder.
- 6 Click **Print**.

N-Up Printing

This option prints more than one page of a document on one side of a sheet of paper.

► To print multiple page images on a single page:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Layout**.
- 3 Select the desired number of Pages Per Sheet.
- 4 Select the Layout Direction to specify whether the multiple images should be read horizontally or vertically.
- 5 Select a Border type if you want to draw lines between the different pages images.
- 6 Click **Print**.

Printing Covers

This option specifies a front and/or back cover for your printed documents. You can also select the paper type and color for the covers.

► **To specify a cover, paper type, and color:**

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Paper** tab.
- 4 From the **Covers** menu, select an option.
- 5 From the **Type** menu, select a paper type.
- 6 From the **Color** menu, select a paper color.

Ensure that the selected color paper has been placed into one of the paper trays of the Xerox system.

- 7 Click **Print**.

NOTE: For single-sided printing, the first and last pages of your document will print on the covers.

For two-sided printing, the first page of your document is printed on the front of the cover and the second page is printed on the back of the front cover. You should insert a blank page (page 2) if you do not want the back of the front cover to be printed.

The last page of your document will always print on the back of the back cover page. If the document contains an odd number of pages, the printer will automatically insert an extra page before the last page in your document. You should insert a blank page at the end of your document if you do not want the back of the back cover to be printed.

Print to File Option

This option prints your document to a PostScript or Encapsulated PostScript (EPS) file. The selections allow you to specify the level of printing speed or portability preferences for the PostScript or EPS file.

► **To send your output to a PostScript or EPS file:**

- 1 From your application, select **File > Print**.
- 2 From the Destination menu, select **File**.
- 3 From the print options menu, select **Save as File**.
- 4 From the Format menu, choose **Postscript Job** or an **EPS File** option.
- 5 Select a **PostScript Level** to indicate PostScript compatibility requirements.
- 6 If applicable, select a **Data Format**.
- 7 Indicate whether you want to save Fonts in the file.
- 8 Click **Save Settings**.
- 9 Click **Save** to print your document to the file.

Print Quality

The Print Quality/Image Quality options enable you to control the quality of the printed output.

- **Enhanced**—used for color print jobs. (PostScript only)
- **Standard**—produces quality black and white or color documents.
- **Toner Saver**—enables you to conserve toner by printing in draft mode. This setting is recommended for verifying document content and layout.

NOTE: The Print Quality options vary somewhat from driver to driver.

► To specify print quality:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 Do one of the following:
 - **WCP 40/32 Color:** Select an option from the **Print Quality** options.
 - **WCP 55/45/35 and WCP 90/75/65:** Select the **Draft Mode** check box to enable draft printing.
- 5 Click **Print**.

Sample Set (Proof Print)

This option enables you to send a multiple-set job to the Xerox system, print one copy of the document, and hold the remaining sets in the Xerox system print queue until after you proofread the sample.

► To print a sample set:

- 1 From your application, select **File > Print**.
- 2 Enter the number of sets to be printed in the Copies to be Printed box.
- 3 From the print options menu, select **Xerox Features**.
- 4 Select the **Output** tab.
- 5 From the Job Type list box, select **Sample Set**.
- 6 Print your document. One copy of your job prints as a sample for the entire job. The rest of the job is held at the Xerox system.
- 7 Check the printed document sample before continuing the print job.

► To complete the job:

- 1 Go to the Xerox system control panel and press **Job Status**.
- 2 Press the name of your print job to select it.
- 3 Press **Release** to continue printing the job or **Delete** to delete the job.

Secure Print

This feature enables you to print confidential documents by automatically holding your print job in the printer's internal queue until you are ready to retrieve it.

To send a Secure Print job, you need an identification number. This number, comprised of four to ten digits (determined by your system administrator), can be any numeric value using the numbers 0 through 9.

▶ To print a confidential document:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the Job Type list box, select **Secure Print**.
- 5 Enter an identification number for **Password**.
- 6 Click **Print**. Your print job is held within the printer's internal queue until you release it at the Xerox system's control panel.

▶ To release the job:

- 1 Go to the Xerox system. Access the control panel, and press **Job Status**.
- 2 Press the name of your print job to select it.
- 3 Press **Release** to release the job for printing.
- 4 Enter your Secure Print ID on the numeric keypad, and press **Enter**. Your document prints.

Setting the Output Destination

Your Xerox system enables you to specify the output bin or location to which your document is printed.

▶ **To specify the output destination:**

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 Select a destination from the Output Destination pull-down menu.
- 5 Click **Print**.

Transparency Separators

This option enables you to specify whether paper separator pages will be inserted between each transparency sheet in your print job. Transparency separators can be blank or printed.

► To insert transparency separators:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Options** tab.
- 4 From the Transparency Separators menu, select **None**, **Blank**, or **Imaged**.
- 5 Click **Color** if you want to use colored paper for the separator pages.
- 6 Click **Print**.

Two-Sided Printing

This option enables you to print on both sides of a piece of paper. You can print the document like a book, **2-Sided (Long Edge)** or like a calendar, **2-Sided (Short Edge)**.

► To print two-sided documents:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Features**.
- 3 Select the **Output** tab.
- 4 From the 2-Sided Printing list box, select **2-Sided (Short Edge)** or **2-Sided (Long Edge)**.
- 5 Click **Print**.

Working With Watermarks

Enabling Watermark Printing

Before you can access the watermark printing options, you must enable the Xerox Watermark plug-in. Refer to Steps 7 through 12 in *Setting Up and Configuring Xerox Custom PPDs* on page 1-6 for specific procedures.

Printing Watermarks

The Watermark option enables you to create and print foreground/background text or images on the first page or every page of a document. The Watermark definitions you create can be used on any document.

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

NOTE: Some applications may not support Watermark printing.

► To print a watermark:

- 1 From your application, select **File > Print**.
- 2 From the print options menu, select **Xerox Watermark**.
- 3 On the Watermark dialog, select the desired watermark from the watermark list and any other print options you would like to apply to this watermark.
 - **First Page Only** prints the watermark only on the first page of the document.
 - **Print in Foreground** prints the watermark so that it appears on top of any text or graphics on the document page. Deselecting this option prints the watermark behind any graphics or text.
- 4 If you want to edit an existing watermark, select a watermark from the watermark list and click **Edit**.
- 5 If you want to create a new watermark, click **New**.
- 6 If you want to delete a watermark from the list, select the watermark and click **Delete**.
- 7 Click **Print** to close the dialog.

Creating or Editing Watermarks

When you click New or Edit on the Watermark dialog, the Watermark Editor opens. The Watermark Editor enables you to define the specific characteristics for a watermark. Any settings you apply to the watermark are displayed in the preview graphic.

► To create or edit a watermark:

- 1 For a new watermark, type a watermark name in the Name field. This is the name that will be used to identify the watermark.
- 2 In the Content group box, do one of the following:
 - Select **Text** and type the desired watermark text in the Text field. If you want to change the text appearance, click **Font** and select a new font, size, etc.
 - Select **Pict** and indicate the image to be used for the watermark. Click **Select File** to locate the file on your system.
- 3 Use the slider or the scroll box to indicate the angle at which the watermark should be displayed on the page.
 - 0** indicates that the text will be displayed on a horizontal line.
 - 90** slants the text to the right on a 90 degree angle.
 - 90** slants the text to the left on a 90 degree angle.
- 4 Use the slider or scroll box to modify watermark density. Density adjusts the opacity of the text or images. A 100% density setting prints solid (opaque) text. Settings below 100% reduce the amount of dry ink used to render the images.
- 5 Use the **Horizontal** and **Vertical** position settings to modify the location in which the watermark appears on the printed page. Click **Center** to center the watermark.
- 6 When you are finished, click **Save** to close the Watermark Editor and return to the Watermark dialog.



Macintosh Printer Utility

The Macintosh Printer Utility is a CentreWare application that enables network administrators to rename and rezone Xerox systems that are configured for AppleTalk connectivity. With this utility, you may also query the characteristics of a printer, print a list of fonts installed on a printer, and send PostScript files or portions of PostScript code to a printer. Use the Macintosh Printer Utility any time you want to make changes to the AppleTalk Zone and Printer Name from a Macintosh workstation.

What's in this chapter:

- *Workstation Requirements* 3-2
- *Installing the Macintosh Printer Utility* 3-2
- *Using the Macintosh Printer Utility* 3-3
- *Uninstalling the Macintosh Printer Utility* 3-5

Workstation Requirements

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

- At least 800 KB available hard drive space
- Macintosh Operating Systems 7.6 through 9.x
- CD-ROM drive or access via a network

Installing the Macintosh Printer Utility

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

► To install the Macintosh Printer Utility:

- 1 Place the CentreWare Print and Fax Drivers CD into the appropriate drive.
- 2 Open the **Drivers** folder, then open the **Mac** folder.
- 3 Locate the **pUtility** and **puReadMe** files.
- 4 Copy these files to your desktop or to your hard drive.

Using the Macintosh Printer Utility

► To use the Macintosh Printer Utility:

- 1 Double-click the **pUtility** icon on your desktop to start the Printer Utility. A list of the known PostScript printers is displayed for the currently selected AppleTalk zone.

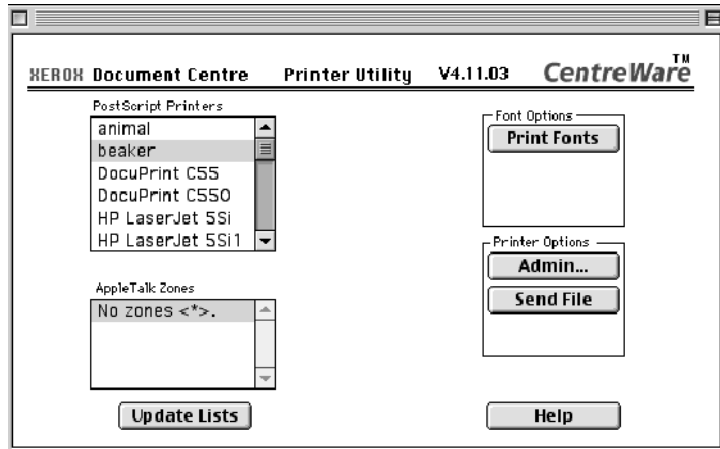


Figure 3-1: Macintosh Printer Utility

- 2 Click **Help** to access more information about the utility features. In general, the utility allows you to:
 - Query the characteristics of the printer
 - Print a list of fonts installed on the printer
 - Send PostScript files or portions of PostScript code to the printer
 - Change the AppleTalk zone to which the printer responds
 - Rename the printer

NOTE: Use only alphanumeric characters when renaming the printer. The characters: # TAB . () - ; are not supported. If they are used for the name, the printer will be unavailable.

You must restart the Xerox system if you make any changes to the settings.

Uninstalling the Macintosh Printer Utility

► **To uninstall the Macintosh Printer Utility:**

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

NOTE: If you have not used the Macintosh Printer Utility, the Xerox WCP Utility Preferences will not have been created in the Preferences folder and you will not have to delete this utility file.

- 4 Empty the **Trash**.



Problem Solving

Application, device, and network errors can occur in a variety of printing situations. In many cases, simply restarting the application, the workstation, or the printer will resolve the problem.

What's in this chapter:

- *Troubleshooting a Problem* 4-2
- *Frequently Asked Questions* 4-2

Troubleshooting a Problem

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

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

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

Frequently Asked Questions

1 What if my Xerox printer icon appears corrupted in the Chooser dialog?

If the Xerox system icon in the Chooser dialog appears corrupted, there may be a problem with the Chooser. When this occurs, rebuild the Chooser by holding down the Command-Option keys when opening the Chooser program.

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