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CentreWare™

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

*Installing and Using
Print and Fax Drivers*

X

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Introducing CentreWare Printer Drivers for Microsoft Windows

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

Printer Driver Overview

A printer or fax driver enables documents created with specialized software applications (word processing, spreadsheets, graphics) to be compatible with a specific printer or fax device. Each type of printer may require unique commands to print correctly and to enable special features. For these reasons, different types of printers require their own printer drivers to operate correctly.

The CentreWare printer drivers are available in PostScript and PCL printing formats.

PostScript

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

PCL

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

Printer Driver Documentation

CentreWare Print and Fax Driver Guide for Windows

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

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

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

Help

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

CentreWare Printer Drivers and Components

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

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

The following components are included with the CentreWare Print and Fax Drivers:

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

Fax Phonebook

The Fax Phonebook is a network fax contact management tool. With the Fax Phonebook, users can create and manage a list of personal and professional contacts with whom they correspond via facsimile.

The Fax Phonebook is installed with the Document Centre print/fax drivers. The Fax Phonebook enables users to create multiple phonebooks and manage individual or group recipient contact information in the phonebooks.

You can access the phonebook from the print/fax driver Setup dialog. If CentreWare Network Services is installed *after* the printer drivers, a Fax Phonebook icon also appears in the Windows Program List.

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

TIFF Submission Tool

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

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

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

Font Management Utility

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

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

TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare printer drivers and for printing in Windows using LPR or Port 9100.

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

CentreWare Printer Driver Support

Internet Support

Visit CentreWare on the Internet at CentreWare.com. Our web site contains product support information, product overviews, and the latest information about CentreWare updates and new releases. Printer drivers can also be downloaded from this web site.

DC Tips

Additional tips and technical information for printing/printer drivers is available at the CentreWare website under the DC Tips link. Document Centre Family Tips or DC Tips cover specific topics concerning Document Centre operation and configuration which may require special procedures or application notes.

Telephone Support

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

Document Centre Serial Number

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

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

Installing Windows Printer Drivers

The CentreWare printer drivers support the special features and functions of Xerox Document Centres, enabling fast, efficient printing from your desktop. Print and Fax drivers are available for Microsoft Windows environments.

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

CentreWare Printer Driver (Windows 95/98/NT/2000)	Document Centres
PostScript 3	DC 440/432/425/420 DC 490/480/470/460
PCL 5e	DC 440/432/425/420 DC 490/480/470/460
PCL 6 (XL)	DC 440/432/425/420 DC 490/480/470/460

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

Workstation Requirements

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

Windows 95/98/Me Printer Driver Installation

The following table lists the Windows 95/98/Me printer drivers for each Document Centre. The printer drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows 95/98)	Driver Type	Subdirectory	Installation File Name
DC 440/432/425/420	PostScript 3	\DC440_DC432_DC425_DC420\Ps440_9x	dc44xa4.inf
	PCL	\DC440_DC432_DC420\Pcl440_9x	dc440pcl.inf
DC 490/480/470/460	PostScript 3	\DC49x_DC48x_DC47x_DC46x_DC45x\Ps49x_9x	dc490a4.inf
	PCL	\DC49x_DC48x_DC47x_DC46x_DC45x\Pcl49x_9x	dc48xpcl.inf

Table 1-2: Windows 95/98 Printer Drivers

▶ **To install the Windows 95/98 printer drivers:**

1 If you are installing from CD, the CentreWare AutoRun program appears when you insert the CD. Click **Print & Fax Drivers** and **Install Your Printer with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start** > **Settings** > **Printers**. Double-click **Add Printer** to launch the Wizard.

2   Click **Next** on the first screen of the Add Printer Wizard.

3   Select **Network Printer**, then click **Next**.

4   Enter the Document Centre network path or queue name. Click **Next**.

5   Click **Have Disk**. The Install From Disk dialog is displayed. Browse to the location of the driver and select the .INF file for your Xerox system. (See Table 1-2 on page 1-3.) Click **OK**.

6   Click **OK** to verify the path to the driver, then click **Next**.

7   If an existing driver is detected by the Wizard, you will need to select **Replace Existing Driver**. Click **Next**.

8   As needed, change the Document Centre name and default printer selections. Click **Next**.

9   Indicate whether you want to print a test page, then click **Finish**.

> **NOTE:** For the DC 490/480/470/460 models, you cannot print a test page if Accounting has been enabled on the Document Centre.

The printer driver installation is complete. Refer to *Accessing Printer Driver Options* on page 2-2 for information on using the features of the printer drivers.

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Windows NT 4.0 Printer Driver Installation

There are two types of Windows NT printer drivers:

- Custom
- Mini

Custom printer drivers are full-featured drivers whose options are displayed on tabs within the driver. Mini printer drivers conform to the new Microsoft Windows application standard and the options are displayed in tree form, which is generic across Microsoft products.

Windows NT 4.0 printer drivers can be installed in Windows 2000, but they must have their own queue. Windows NT 4.0 PostScript printer drivers cannot share a queue with Windows 2000 printer drivers.

The following table lists the Windows NT 4.0 printer drivers for each Document Centre. The printer drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows NT 4.0)	Driver Type	Subdirectory	Installation File Name
DC 440/432/425/420	Mini PostScript	\DC440_DC432_DC425_DC420\ Ps440_nt_standard	xr440ps.inf
	Custom PostScript	\DC440_DC432_DC425_DC420\ Ps440_nt_enhanced	xdc440.inf
	Mini PCL	\DC440_DC432_DC425_DC420\ Pcl440_nt_standard	xr440pcl.inf
	Custom PCL	\DC440_DC432_DC425_DC420\ Pcl440_nt_enhanced	dc441pcl.inf
DC 490/480/470/460	Mini PostScript	\DC49x_DC48x_DC47x_DC46x_ DC45x\Ps49x_nt_standard	xr48xps.inf
	Custom PostScript	\DC49x_DC48x_DC47x_DC46x_ DC45x\Ps49x_nt_enhanced	xdcs490.inf
	Mini PCL	\DC49x_DC48x_DC47x_DC46x_ DC45x\Pcl49x_nt_standard	xr48xpcl.inf
	Custom PCL	\DC49x_DC48x_DC47x_DC46x_ DC45x\Pcl490_nt_enhanced	dc490pcl.inf

Table 1-3: Windows NT 4.0 Printer Drivers

Network Print Configurations

Client/Server

In Client/Server environments, a printer driver is installed on a server and shared with other servers and workstations on the network. The printer driver is downloaded to the workstation from the server. In this network setup, only a Network Administrator can maintain the printer defaults and configuration.

Client-Direct-to-Printer

In Client-Direct-to-Printer environments, a printer driver is installed on a workstation that is connected to a printer. The printer driver resides only on the workstation. In this network setup, workstation users maintain their own printer defaults and configurations, allowing different printer settings for each user.

Client/Server First-time Installations

Follow the procedures below if you are installing the CentreWare Windows NT 4.0 PostScript or PCL printer drivers for the first-time. If you are upgrading Windows NT PostScript drivers from a previous release, refer to *Windows NT 4.0 PostScript Printer Drivers Upgrade* on page 1-10.

➤ **To install Windows NT 4.0 printer drivers for the first-time:**

1   If you are installing from CD, the CentreWare AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start** > **Settings** > **Printers**. Double-click **Add Printer** to launch the Wizard.

2   Select **Network Printer Server**, then click **Next**.

3   Type the full name or browse for the Document Centre. Click **OK**.

4   At the prompt to install the printer driver on your local machine, click **OK**.

5   Click **Have Disk**, then browse to the location of your printer driver files. The Windows NT drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD. When you locate the correct .INF file, click **Open**.

6   Verify the path and click **OK**.

7   Specify if you want this Document Centre to be your default printer. Click **Next**.

8   Click **Finish**. The printer driver installation is complete.

Refer to *Accessing Printer Driver Options* on page 2-2 for information on using the printer drivers.

Client-Direct-to-Printer First-time Installations

1   If you are installing from CD, the CentreWare AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start** > **Settings** > **Printers**. Double-click **Add Printer** to launch the Wizard.

2   Select **My Computer**, then click **Next**.

3   Select or Configure a Port. Click **Next**.

> **NOTE:** If you are configuring NT workstations or stand-alone servers that access the printer through TCP/IP LPR printing, use **lp** for the name of the remote print server name or print queue.

4   Click **Have Disk**, then browse to the location of your printer driver files. The Windows NT drivers are located in subdirectories within the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD. When you locate the correct .INF file, click **Open**.

5   Verify the path and click **OK**.

6   Specify if you want this Document Centre to be your default printer. Click **Next**.

7   Select if you want this Document Centre to be shared with other users. Click **Next**.

8   Specify if you want to print a test page. Click **Next**.

9   Click **Finish**. The printer driver installation is complete.

Refer to *Accessing Printer Driver Options* on page 2-2 for information on using the printer drivers.

Monitoring in Windows NT 4.0 / NetWare NDS Environments

In the process of managing your print jobs through the Conductor with CentreWare Monitoring, you may encounter the problem of shortened queue names. If you have used the Windows NT 4.0 Add Printer Wizard to add an NDS queue, the NetWare Print Provider automatically modified the name to a shortened format. CentreWare Monitoring does not recognize the shortened name format. The following procedure maps the printer name to a fully distinguished queue name.

▶ **To map a shortened printer name to a fully distinguished queue name:**

1 At the desktop, select **Start > Settings > Printers**.

2 Right-click on the desired Document Centre icon and choose **Properties** from the option list.

3 Select the **Ports** tab. The printer name is displayed in the Short Name format.

4 Locate and select the Long Name in the list to make an association between the Short Name and Long Name. The following is an example:

Short Name	Long Name
\\my_tree\my_queue	\\my_tree\CN=my_queue.OU=my_orgunit.O=my_organization

Table 1-4: Monitoring in Windows NT 4.0 / NetWare NDS

5 Click **OK**.

Windows NT 4.0 PostScript Printer Drivers Upgrade

This section contains information for upgrading Windows NT 4.0 PostScript printer drivers that were installed from a CentreWare 5.1 or 5.2 release.

This procedure enables you to upgrade DC 440/432/440 and DC 490/480/470/460 PostScript print/fax drivers on all Windows NT client/server print servers. They also allow you to upgrade any NT workstations or stand-alone servers that access the printer through means other than a Windows NT print server (e.g., via local LPT, COM, LPR, or Novell NetWare ports).

Locate the printer driver build number by right-clicking on the Xerox Document Centre printer icon, then select **Properties**. Click the About tab to determine which version is currently installed.

Windows NT 4.0 PostScript Printer Driver	CentreWare Version		
	5.3	**5.2**	**5.1**
DC 440/432/440 PS	2.04.0x	2.02.0x	2.00.26
DC 490/480/470/460 PS	2.04.0x	2.02.0x	2.00.19

Table 1-5: Windows NT 4.0 CentreWare Printer Driver Versions

This procedure may restore some of the printer driver configuration settings to factory default settings. Before you begin, ensure that you record your original configuration settings so that you can restore them after the upgrade.

> **NOTE:** If your printer is shared via an NT server, you must also follow the procedure *Upgrading Remaining Clients* on page 1-12.

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Upgrading the PostScript Printer Driver

The following upgrade procedure upgrades an existing driver, then removes the cached kernel mode component from memory. You can only perform these steps if you are using the PostScript printer driver.

▶ **To perform the PostScript printer driver upgrade:**

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

1 Log in as an administrator.

2 Select **Start > Settings > Printers**.

3 Right-click on the desired PostScript printer driver and select **Properties**.

4 On the General Tab, select **New Driver**.

5 Select **Yes** to confirm that you are upgrading. The Add Printer Wizard is accessed.

6 Click **Have Disk**.

7 Select the .inf file for the Document Centre that you are upgrading. Verify the path and click **OK**.

8 Specify if you want this Document Centre to be your default printer. Click **Next**.

9 Click **Finish**. The new PostScript printer driver is loaded. The following steps remove the cached kernel mode from memory.

10 Locate the *X465PSK2.DLL* file (DC 490/480/470/460) or *X440PSK2.DLL* (DC 440/432/420) in *SystemRoot*\system32\spool\drivers\w32x86\2, where *SystemRoot* is your Windows NT installation directory: for example, WINNT. Rename it to *X465PSK.NEW* (DC 490/480/470/460) or rename it to *X440PSK.NEW* (DC 440/432/420).

Open Notepad and attempt to print a document to a printer using the newly installed printer driver. An error message appears indicating that the printer cannot be accessed. Select **OK**. The kernel mode component is removed from the memory.

11 Rename the file back to *X465PSK.DLL* or *X440PSK.DLL*. Attempt to print again. This time the printing will complete without any problems as the new kernel mode component is being used.

12 Review the Document Default settings and adjust, or you can select **Default All** to restore all the settings to their factory default values.

13 Repeat for all workstations or servers that are printing directly to the Document Centre.

Upgrading Remaining Clients

Once the updated printer driver has been installed on the server, follow this procedure to upgrade the remaining client workstations.

▶ **To upgrade remaining client workstations:**

1 Log in as a user (non-administrator).

2 Select **Start > Settings > Printers**.

3 Wait for all disk activity to cease.

4 Reboot the workstation to effect the changes.

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Windows NT 4.0 PCL Printer Drivers Upgrade

The CentreWare Windows NT 4.0 printer cannot be upgraded. You must delete the existing PCL printer driver from your workstation and then install a new PCL printer driver. Use the *Windows NT 4.0 Printer Driver Installation* on page 1-5 to install a new PCL printer driver after you have deleted the old PCL driver.

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

▶ To save system configuration options:

■ Before deleting the PCL printer driver, click **Save Settings**.

The current paper and installable options settings will be saved.

▶ To restore system configuration options:

■ After installing the PCL printer driver, click **Restore Settings**.

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

Windows 2000 Printer Driver Installation

> **NOTE:** To fax in Windows 2000 on NetWare networks, you need to use the NT 4.0 printer driver. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 2-38 for more information.

The Windows 2000 printer drivers are located in the **Drivers\Windows** directory on the CentreWare Print and Fax Drivers CD.

CentreWare Driver (Windows 2000)	Driver Type	Subdirectory	Installation File Name
440/432/425/420	PostScript	ps440_w2k	xr440ps.inf
	PCL	pcl440_w2k	xr440pcl.inf
490/480/470/460	PostScript	ps49x_w2k	xr48xps.inf
	PCL	pcl49x_w2k	xr48xpcl.inf

Table 1-6: Windows 2000 Printer Drivers

> **NOTE:** If you have an English language Adobe Acrobat Reader and it is set for another language, it may not function properly in Windows 2000. Obtain an Acrobat Reader in the appropriate language from Adobe at www.adobe.com/products/acrobat/readstep2.html.

Bi-Directional Printer Drivers

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

After the Windows 2000 printer drivers are installed and the TCP/IP Port Monitor is installed, Document Centre installed options and status information are automatically updated without having to configure the printer driver manually. See *Installing and Using the Xerox TCP/IP Port Monitor* on page 5-1 for more information about the Port Monitor.

Configuration

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

Status

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

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

Client/Server First-time Installations

> **NOTE:** Install Windows 2000 printer drivers as separate printers. Do not associate them with Windows NT 4.0 PostScript printers in the same queue.

▶ **To install Windows 2000 printer drivers:**

1 If you are installing from CD, the CentreWare AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, launch the Microsoft Add Printer Wizard. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start** > **Settings** > **Printers**. Double-click **Add Printer** to launch the Wizard.

2 The Add Printer Wizard opens. Click **Next**.

3 Select **Network Printer** and click **Next**.

4 Type the name of the Document Centre or click **Next** to browse and locate it.

5 Select the Document Centre from the Shared Printers tree and click **Next**.

6 Click **OK**, if a message prompts that the required printer driver is not installed on the selected Document Centre.

7 Click **Have Disk**.

8 Browse to the location of the printer driver and select the XEROX file. Click **Open**.

9 Verify the path and click **OK**.

10 Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **OK**.

> **NOTE:** PostScript Drivers are identified in the list by the Document Centre model followed by PS, for example Document Centre 440 PS. PCL printer drivers are identified in the listing by the Document Centre model only, for example Document Centre 440.

11 If the Microsoft Digital Signature dialog appears, click **Yes** to continue.

12 Specify if you want this Document Centre to be your default printer. Click **Next**.

13 Click **Finish**. The printer driver installation is complete. Refer to *Accessing Printer Driver Options* on page 2-2 for information on using the drivers.

14 Xerox Advanced Windows Services is required software which sends faxing and accounting information to the print server. Locate the Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click. Click **Install** to perform the installation.

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Client-Direct-to-Printer First-time Installations

1   If you are installing from CD, the CentreWare AutoRun program appears when you insert the CD. Click **Print and Fax Drivers** and **Install Your Drivers with the Microsoft Add Printer Wizard**.

- OR -

If you are not installing from CD, use the Microsoft Add Printer Wizard to install. First, ensure that the printer driver you want to install is available either locally or on a mapped network drive, then click **Start** > **Settings** > **Printers**. Double-click **Add Printer** to launch the Wizard.

2   The Add Printer Wizard opens. Click **Next**.

3   Select **Local Printer** and click **Next**.

4   Select or create a port.

5   Click **Have Disk** and click **Next**.

6   Browse to the location of the printer driver and select the XEROX file. Click **Open**.

7   Verify the path and click **OK**.

8   Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **Next**.

> **NOTE:** PostScript Drivers are identified in the list by the Document Centre model followed by PS, for example Document Centre 440 PS. PCL printer drivers are identified in the listing by the Document Centre model only, for example Document Centre 440.

9   Accept the printer name or rename it. Then, specify if you want this Document Centre to be your default printer. Click **Next**.

10   Select if you want this Document Centre to be shared with other users. Click **Next**.

11   Specify if you want to print a test page. Click **Next**.

12   Click **Finish**. The printer driver installation is complete.

13   Refer to *Accessing Printer Driver Options* on page 2-2 for information on using the drivers.

14   Xerox Advanced Windows Services is required software which sends faxing and accounting information to the print server. Locate Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click. Click **Install** to perform the installation.

Installation using Point and Print

Microsoft Point and Print enables a Windows 2000 client to connect to a remote printer without performing an installation procedure on the client. The configuration information and files are downloaded from the print server to the client automatically.

▶ To perform Point and Print:

1   Access the desired Document Centre through My Network Places or use the Find Printer Utility and double-click the Document Centre icon.

2   At the prompt, select to install the printer driver or drag and drop the printer icon on the Printers folder.

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

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Windows 2000 Printer Drivers Upgrade

This procedure explains upgrading the printer drivers in Windows 2000.

> **NOTE:** Do not use the **Update** button on the Drivers tab of the Server Properties page to upgrade the Windows 2000 printer drivers.

Upgrading the Server

1 Click **Start** > **Settings** > **Printers.**

2 Right-click the printer that you want to upgrade and select **Properties**.

3 Select the **Advanced** tab.

4 Click **New Driver**. The Add Printer Wizard opens.

5 Click **Next**.

6 Click **Have Disk**.

7 Browse to the location of the printer driver and select the XEROX file. Click **Open**.

8 Verify the path and click **OK**.

9 Select the Document Centre model and type of printer driver (PostScript or PCL) from the list and click **Next**.

10 Click **Finish**.

11 If the Microsoft Digital Signature dialog appears, click **Yes** to continue.

The printer driver installation is complete.

Upgrading the Client

Once the updated printer driver has been upgraded on the server, follow this procedure to upgrade the client workstations.

▶ **To upgrade remaining client workstations:**

1 Log in as a user (non-Administrator).

2 Select **Start > Settings > Printers**.

3 Wait for all disk activity to cease.

Reboot the workstation to affect the changes.

Document Centre PPD Files

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

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

Three different PPD files are provided for the Document Centres:

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

> **NOTE:** Not all PPD files are available for all Document Centre models. Check the tables within this chapter, the CentreWare Print and Fax Drivers CD, or the Document Centre configuration report for the PPDs that are available for your specific Document Centre.

DocuTech 135 Print Emulation PPD

For Document Centres 490/480/470/460, a PPD is provided which enables DocuTech 135 print emulation. This PPD automatically adjusts various print quality and layout settings, such as halftone screen (85 dpi at 45 degrees), margins (none), and resolution (600x600x1), to provide print quality and page layout that is similar to a Xerox DocuTech 135 Networked and Production Publisher system.

Document Centre 440/432/425/420 PPD Options

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

PPD Type	Subdirectory	File Name
Generic PPD (Windows 95/98/Me)	\DC440_DC432_DC425_DC420\ GenericPPD440_9X	xr_dc440.ppd
Custom PPD (Windows NT)	\DC440_DC432_DC425_DC420\ PS_440_NT_enhanced	xdc440.ppd
Generic PPD (Windows NT)	\DC440_DC432_DC425_DC420\ PS_440_NT_standard	xrdc420.ppd xrdc425.ppd xrdc432.ppd xrdc440.ppd
Generic PPD (Windows 2000)	\DC440_DC432_DC425_DC420\ PS_440_w2k	xrdc420.ppd xrdc425.ppd xrdc432.ppd xrdc440.ppd

Table 1-7: PPD Installation File for DC 440/432/425/420

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Document Centre 490/480/470/460 PPD Options

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

PPD Type	Subdirectory	File Name
Generic PPD (Windows 95/98/Me)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49X_NT_enhanced\ GenericPPD49x_9x	Xr490ps3.ppd
DocuTech PPD (Windows 95/98/Me)	\DC49x_DC48x_DC47x_DC46x\ DocuTechPPD49x_9x	Xr490dt3.ppd
Custom PPD (Windows NT)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49X_NT_enhanced	xdcs465.ppd
Generic PPD (Windows NT)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49x_NT_standard	xrdc460.ppd xrdc470.ppd xrdc480.ppd xrdc490.ppd
Generic PPD (Windows 2000)	\DC49x_DC48x_DC47x_DC46x\ 49xPS49x_w2k	xrdc460.ppd xrdc470.ppd xrdc480.ppd xrdc490.ppd

Table 1-8: PPD Installation Files for DC 490/480/470/460

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

Uninstalling Windows Printer Drivers

Use the procedures in this section for uninstalling the CentreWare printer drivers.

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

▶ To uninstall the Windows 95/98 printer drivers:

1 At the desktop, click **Start** > **Settings** > **Printers**.

2 Right-click on the icon for the Document Centre you want to delete and select **Delete**.

3 A confirmation message appears. Click **Yes** to delete the printer driver.

4 Rebooting your workstation is recommended.

> **NOTE:** Windows NT 4.0 drivers require a special uninstall and update procedure. See *Windows NT 4.0 PostScript Printer Drivers Upgrade* on page 1-10 for detailed instructions.

▶ To uninstall the Windows 2000 printer drivers:

1 At the desktop, click **Start** > **Settings** > **Printers**.

2 Right-click on the icon for the Document Centre you want to delete and select **Delete**.

3 A confirmation message appears. Click **Yes** to delete the printer driver.

4 From the Printers folder, select **File > Server Properties**.

5 Select the **Driver** tab.

6 Select the printer driver and click **Remove**.

7 Click **Yes** at the prompt to delete the printer driver.

Using Windows Printer Drivers

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

Accessing Printer Driver Options

You can access printer driver options from the Windows Printer Driver Folder (Windows 95/98/Me/NT/2000). When you change the print options from these areas, you change the options for all print jobs.

▶ **To set print options in Windows :**

1 Choose **Start** >**Settings** >**Printers**. The Printers Folder opens.

2 Right-click the icon of the appropriate printer and select one of the following to display the printer driver:

- *Windows 95/98/Me* — **Properties**
- *Windows NT 4.0* — **Document Defaults**
- *Windows 2000* — **Printing Preferences**

3 Select the appropriate tabs within the printer driver to specify print options.

4 Click **Apply** to save your changes.

5 Click **OK** to close the printer driver.

Printing to the Document Centre

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

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

1 Open the application.

2 Select **File > Print** from your application. The Print dialog is displayed.

3 Select the appropriate printer from the list of available printers. Click **Properties**.

4 Select the appropriate tabs within the printer driver and specify your print options.

5 Click **OK** to return to the Print dialog.

6 Click **OK** to send the job to the Document Centre.

Printing Options

The following section discusses how to access and use popular Document Centre features. These options are contained in the printer driver tabs.

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

2-Sided Printing (Duplex) Option

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

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

Windows 95/98/Me/NT

▶ **To print a two sided document:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select **Paper/Output**.

4 Select an option from **2-Sided Printing**.

5 Click **OK** to close the printer driver.

6 Click **OK** to print.

Windows 2000

▶ **To print a two sided document:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select **Layout**.

4 Select a **Print on Both Sides** option.

5 Click **OK** to close the printer driver.

6 Click **Print**.

Accounting Option

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

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

Save Accounting Codes

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

Conceal User ID

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

Conceal Account ID

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

Enabling Accounting

Windows 95/98/Me/NT

▶ **To enable Accounting:**

1 Select **Start** > **Settings** > **Printers**. The Printers folder opens.

2 In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 2-2 for information on how to access the printer driver in your Windows environment.

3 On the **User Preferences** tab, check **Enable Accounting**.

4 Select any Accounting options desired.

5 Click **OK** to close the printer driver.

6 Close the Printers folder.

Windows 2000

Xerox Advanced Windows Services must be installed on the NT print server before you can use accounting in Windows 2000. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 2-38 for information on installing Xerox Advanced Windows Services.

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

▶ **To enable accounting:**

1   Select **Start** > **Settings** > **Printers**. The Printers folder opens.

2   In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 2-2 for information on how to access the printer driver in your Windows environment.

3   On the **Device Settings** tab, select **Accounting** from the tree.

4   Select **Enable**.

5   Select to enable Save Accounting Codes, Conceal User ID, or Conceal Account ID.

6   Click **OK**. Your driver is now configured for Accounting.

Submitting a Print Job with Accounting Enabled

Windows 95/98/Me/NT

▶ **To submit a print job using accounting:**

1 Open your document and choose **File** > **Print**.

2 Click **OK**. The CentreWare Accounting dialog box opens.

3 Enter your User ID and Account ID, then click **OK** to print your document. If you enter account/user IDs that are incorrect, an error message appears.

Windows 2000

▶ **To submit a print job using accounting:**

1 Open your document and choose **File** > **Print**.

2 Click **Print**. The CentreWare Accounting dialog box opens.

3 Enter your User ID and Account ID, then click **OK** to print your document. If you enter account/user IDs that are incorrect, an error message appears.

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Banner Sheet

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

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

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

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

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

▶ **To deselect a banner sheet in the printer driver:**

1 Access printer driver options. See *Accessing Printer Driver Options* on page 2-2 for more information.

2 Select the Document Options Tab.

3 Deselect the **Request Banner Sheet** option.

> **NOTE:** If the Document Centre is configured to print a banner sheet with each print job, the setting overrides the printer driver setting. Contact your administrator if a banner sheet is still printed after changing the setting in the printer driver.

Booklet Creation Option

> **NOTE:** This option is only available in Windows 95/98/Me/NT printer drivers and is not supported on all Document Centre models.

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

Windows 95/98/Me

▶ **To print a booklet:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Layout/Watermark** tab, select **Booklet Creation** from the Page Layout Options drop-down list (PS) or click **Booklet Creation** (PCL).

4 On the **Paper/Output** tab, select booklet folding and stapling options.

5 Click **OK** to return to the Print dialog.

6 Click **OK** to send your document to print.

Windows NT

▶ **To print a booklet:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Document Defaults**.

3 On the **Layout** tab, select **Booklet Creation** from the Page Layout Options drop-down list (PS) or click **Booklet Creation** (PCL).

4 On the **Paper/Output** tab, select booklet folding and stapling options.

5 Click **OK** to return to the Print dialog.

6 Click **OK** to send your document to print.

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Collate/Staple Output Option

These options enable you to collate and/or staple your document sets. The DC 490/480/470/460 Document Centre models support stapling using 1 or 2 staples.

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

Windows 95/98/Me/NT

▶ **To collate and staple a document:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select **Paper/Output**.

4 Select an option from Output/Stapling.

5 Click **OK** to close the printer driver.

6 Click **OK** to print.

Windows 2000

▶ **To collate and staple a document:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Document Options** in the options tree.

5 Select **Printer Features** in the options tree, then select **Stapling**.

6 Select **Paper/Output** and select **Copy Count**.

7 Select **Collate**.

8 Click **OK** to close the printer driver.

9 Click **Print**.

Cover Option

CentreWare printer drivers enable you to choose a different media type and color for the first page of your document. This does not affect the paper selection for the body of the document.

> **NOTE:** Back (last page) covers are available on the DC 490/480/470/460 only.

Windows 95/98/Me/NT

➤ **To create covers:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Paper/Output** tab, click **Select Paper** and choose **Covers and Advanced** from the list.

4 Select the **Front Cover** tab.

5 Select the **Front Cover Different** option and make the appropriate selections for the desired cover for your document.

6 Click **OK** to close the printer driver. Then click **OK** to print.

Windows 2000

▶ **To create covers:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Paper/Output** from the options tree and then select **Paper Size**.

5 Select **Document Options**.

6 Select **First Page Different** and select **Enabled**.

7 Select the media type and color for the cover.

8 Click **OK** to close the printer driver.

9 Click **Print** in the print dialog.

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Custom Paper Size Option

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

> **NOTE:** The Custom Sizes feature is not supported on all Document Centre models. You should select custom paper sizes from the printer driver and not the application that you are using.

Windows 95/98/Me/NT

▶ **To specify a custom paper size:**

1   Open your document and choose **File** > **Print**.

2   Select the appropriate printer from the list of available printers. Click **Properties**.

3   Click the **User Preferences** tab.

4   Under **Paper Size**, click **Custom Sizes**.

5   The **Custom Sizes** dialog box opens.

6   Select one of the Custom Size buttons.

7   Select the options for paper Width and Length, then choose Inches or Millimeters. Repeat steps 3-5 as needed to modify or create additional custom page sizes.

8   Click **OK** to close the dialog.

9   Click **OK** to close the printer driver, and then click **OK** to print your document.

Delayed Print Option

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

Windows 95/98/Me/NT

▶ **To send a delayed print job:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Output** tab.

4 Under the **Job Type** heading, select **Delayed Print**.

5 In the **Time** box, enter the time you would like this job to print.

6 Click **OK** to close the printer driver.

7 Click **OK** to send your document to the printer.

8 The document is held at the Document Centre until the defined print time when it is released and printed.

Windows 2000

▶ **To send a delayed print job in Windows 2000:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the Paper/Quality tab, then click **Advanced**.

4 Select **Document Options** in the options tree.

5 Select **Delayed Print** as your **Job Type**.

6 In **Delayed Print Setup**, enter the time you would like this job to print and click **OK**.

7 Click **OK** to close Advanced Options.

8 Click **OK** to close the printer driver.

9 Click **Print** to submit the print job.

10 The document is held at the Document Centre until the defined print time when it is released and printed.

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

Encapsulated PostScript File (EPS) Option

You can create an EPS file of a single page in one application, then insert it into a document in another application. The contents of the page can include any combination of text, graphics, and images. You can also use EPS files for creating archives and for printing documents on remote printers.

Generally, it is best to use an application to create an EPS file. However, when this is not possible, you can use the CentreWare printer driver to create an EPS file by selecting EPS File as the Job Type.

> **NOTE:** Some applications do not support EPS files. Be sure to check your application's documentation to see if the application supports this.

Windows 95/98/Me/NT

▶ **To create an EPS File:**

1   Open your document to the page containing the image/text for which you want to create an EPS file.

2   Choose **File > Print**.

3   Select the appropriate printer from the list of available printers. Make sure the CentreWare Document Centre PostScript printer driver is selected for your printer. Click **Properties**.

4   On the **Paper/Output** tab, select **EPS File** as the Job Type. Click **OK**.

5   Select the page (single page range) that you want to print to the EPS file.

> **NOTE:** You cannot print multiple pages to an EPS file.

6   Click **OK** in the print dialog.

7   The **Save As** dialog opens. Select the directory and type the name of the file you want to create. If you do not specify a directory, the file will be created in your application's default directory.

8   Click **OK**. The PostScript file is created, and you are returned to your application.

> **NOTE:** To make your EPS file more portable, choose the Outline (Type 1) option on the Fonts tab. This is useful for printers that do not handle True Type fonts.

Windows 2000

▶ **To create an EPS File:**

1   Open your document to the page containing the image/text for which you want to create an EPS file.

2   Select the appropriate printer from the list of available printers. Click **Properties**. Make sure the CentreWare Document Centre PostScript printer driver is selected for your printer.

3   Select the **Paper/Quality** tab, then click **Advanced**.

4   Select **Document Options** from the options tree and then select **PostScript Options**.

5   Select **PostScript Output Options** and select **Encapsulated PostScript (EPS)**.

6   Select the page (single page range) that you want to print to the EPS file.

> **NOTE:** You cannot print multiple pages to an EPS file.

7   Click **OK** to close Advanced Options.

8   Click **OK** to close the printer driver.

9   Click **Print** in the print dialog.

10 Click **OK**. The EPS file is created, and you are returned to your application.

DRAFT

Mailbox Option

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

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

Windows 95/98/Me/NT

▶ **To specify a mailbox on your Document Centre:**

1   Select **Start** > **Settings** > **Printers**. The Printers folder opens.

2   In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 2-2 for information on how to access the printer driver in your Windows environment.

3   On the **System Configuration** tab, select **Mailbox**. Then click **OK**.

4   Access the driver again. From the **Paper/Output** tab, open the **Output Destination** list and select a mailbox bin.

5   Click **OK** to close the dialog.

6   Close the Printers folder.

Windows 2000

▶ **To specify a mailbox on your Document Centre:**

1   Select **Start** > **Settings** > **Printers**. The Printers folder opens.

2   Right-click the icon of the appropriate Document Centre.

3   Select **Properties**.

4   Select the Configuration tab.

5   Select **Mailbox** as an Installed option.

6   Click **OK** to close the dialog.

7   Close the Printers folder.

Media Options

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

▶ **To specify media options for printing:**

- Windows 95/98/Me/NT

  Access a CentreWare printer driver and click **Select Paper** on the Paper/ Output Tab.

- Windows 2000

  Access a CentreWare printer driver and click **Advanced**. From the tree, select Paper/Output and specify media options.

Media Configuration on the Document Centre

Before the media selections are made available in the printer driver, they are configured on the Document Centre using the control panel. Certain media types, sizes, and colors are assigned to specific paper trays. A default white paper in a standard size, such as 8.5 x 11 or A4, should be assigned to at least one tray on the Document Centre.

Assigning Media to Trays in the Printer Driver

The printer driver media and paper trays should reflect what is configured in the Document Centre. If another type of paper is loaded into a tray which is already assigned a specific type of paper, a conflict can occur. For example, if 3-hole punched paper is loaded into a tray that is assigned to standard white paper, and the printer driver uses the tray for standard white paper input, a mismatch occurs. A print job that requires standard white paper will be held in the queue until the correct media needed for the job is loaded in the Document Centre.

➤ **To specify media assignments in the printer driver:**

- Windows 95/98/Me/NT

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

- Windows 2000

    Right-click on a printer driver and select **Properties**. Select the Device Settings tab. From **Form to Tray Assignment**, assign media types to specific trays.

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

CentreWare Monitoring Option

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

CentreWare Monitoring, enables you to monitor the progress of your print or fax jobs from the convenience of your desktop.

The CentreWare Monitor tracks the progress of each job throughout its lifecycle and provides you with complete status information. It will inform you when your job is completed, or alert you if there is a problem that requires your attention.

> **NOTE:** Advanced CentreWare job monitoring requires a custom CentreWare printer driver. Mini printer drivers based on PPD/GPD files do not support the full range of CentreWare job monitoring features.

Monitoring Documents

➤ **To monitor documents using CentreWare monitoring:**

1   Select **Start** > **Settings** > **Printers**. The Printers folder opens.

2   In your application's print dialog, select the Document Centre and then access the printer driver. See *Accessing Printer Driver Options* on page 2-2 for information on how to access the printer driver in your Windows environment.

3   Click the **User Preferences** tab.

4   Check **Monitor My Jobs**.

5   Click **OK** to close the User Preferences dialog and return to the Printers folder.

6   Close the Printers folder.

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

N-Up Printing Option

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

> **NOTE:** N-Up printing is not available in all printer drivers.

Windows 95/98/Me/NT

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

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Layout/Watermark** tab, make the appropriate selection in the **Page Layout** > **N Pages Up** (or **Options**) drop-down list.

4 Click **OK** to close the printer driver.

5 Click **OK** to send your document to the printer.

Windows 2000

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

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Layout** tab.

4 Select the number of pages to print on a sheet in **Pages Per Sheet**.

5 Click **OK**.

6 Click **Print** to print your document.

Professional Finisher Options

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

- Stapling
- Folding
- Booklet Finishing

> **NOTE:** The Professional Finisher is not available on all Document Centre models.

Stapling

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

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

Folding

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

There are two Tri-Fold configurations that are available:

- C-Tri Fold
- Z-Tri Fold

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

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

Booklet Finishing

Booklet finishing provides folded and/or stapled booklets as output. You specify a booklet from the Layout/Watermark (95/98/Me) or Layout (NT) tab. See *N-Up Printing Option* on page 2-23 for more information. Then, you select booklet folding and/or stapling options from the Paper/Output tab. Each output page is folded and optionally stapled together to bind the booklet.

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

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

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

Sample Set (Proof Print) Option

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

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

Windows 95/98/Me/NT

▶ **To print a sample set:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the Paper/Output tab, select **Sample Set** as your Job Type.

4 Select the total number of copies (sets) you would like to print. Choose any other print options you want in the printer driver.

5 Click **OK** to close the printer driver.

6 Click **Print** to submit your job to the Document Centre. One set of the document prints and the remaining sets are held at the Document Centre.

After proofing the Sample Set, you can print or delete the remaining sets. To delete or release the remaining sets, see *Releasing or Deleting a Job at the Document Centre* on page 2-27 for instructions on how to delete or release a document.

DRAFT

Windows 2000

➤ **To print a sample set:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Document Options** in the options tree.

5 Select Sample Set for your job type.

6 Select **Paper/Output** in the options tree.

7 Select the number of copies to print.

8 Click **OK** to close Advanced Options.

9 Click **OK** to close the printer driver.

10 Click **Print** to submit your job to the Document Centre. One set of the document prints, and the remaining sets are held at the Document Centre.

11 After proofing the Sample Set, you can print or delete the remaining sets.

Releasing or Deleting a Job at the Document Centre

1 Go to the Document Centre control panel/touch screen and press **Job Status**.

2 Find your document on the list of All Incomplete Jobs. Press the name until it highlights, to select the job.

3 On the screen that appears, press **Delete** to delete the job or press **Release** to release the job for printing.

Secure Print Option

This feature automatically holds your document within the Document Centre internal queue until you are ready to retrieve your job.

To send a Secure Print job, you need a four-digit identification number. This number can be any numeric value between 0000-9999.

Windows 95/98/Me/NT

▶ **To print secure documents:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Paper/Output** tab, select **Secure Print** from the **Job Type** drop-down list.

4 Click **Secure Print Setup**.

5 Enter a four-digit identification number in the dialog box.

6 Re-enter the same code again to confirm your Secure Print ID.

7 Click **OK** to close the Secure Print Setup dialog.

Windows 2000

▶ **To send a secure print job:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Document Options** in the options tree.

5 Select **Secure Print** for **Job Type**.

6 Type a four-digit identification number in the dialog box.

7 Re-enter the same code again to confirm your identification number and click **OK**.

8 Click **OK** to close the Advanced Options.

9 Click **OK** to close the printer driver.

10 Click **Print** to submit the print job. The job is held at the Document Centre. Perform the following procedure to release the document.

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

Releasing a Secure Print Job at the Document Centre

1 Go to the Document Centre control panel/touch screen and press **Job Status**.

2 Find your document on the list of All Incomplete Jobs. Press the name until it highlights, which selects the job.

3 On the screen that appears, press **Release** to continue with the job.

4 Enter your identification number on the numeric keypad.

5 Press **Enter**. Your document prints.

Transparency Separators Option

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

Windows 95/98/Me/NT

➤ **To specify separators for transparencies:**

1   Open your document and choose **File** > **Print**.

2   Select the appropriate printer from the list of available printers. Click **Properties**.

3   Select **Paper/Output**.

4   Click **Select Paper**.

5   Select **Type** and specify **Transparencies**.
    Optional: Select the **Document Options** tab and specify a **Transparency Separators** option (blank or printed).

6   Click **OK** to close the printer driver. Then click **OK** to print.

Windows 2000

➤ **To specify separators for transparencies:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab and specify transparency from the **Media** drop-down list.

4 Click **Advanced**.

5 Select **Document Options**.

6 Select **Transparency Separators** and specify printed or blank separators.

7 Select **Transparency Separator Color** and specify a color for the separators.

8 Click **OK** to close the printer driver.

9 Click **Print** in the print dialog.

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Watermark Option

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

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

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

> **NOTES:** 1) Some applications may not support Watermark printing.
>
> 2) Watermarks are not available in all printer drivers.

Printing a Watermark

Windows 95/98/Me/NT

➤ **To print a watermark:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Layout/Watermark** tab, select the desired watermark from the list and any other print options you would like to apply to this watermark. Click **OK** to close the Layout/Watermark tab.

4 Click **OK** to close the print dialog and send your document to print.

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Windows 2000

➤ **To print a watermark:**

1   Open your document and choose **File** > **Print**.

2   Select the appropriate printer from the list of available printers. Click **Properties**.

3   Select the **Paper/Quality** tab, then click **Advanced**.

4   Select **Document Options** from the options tree and then select to enable **Watermark**.

5   Select any other watermark options from the options tree.

6   Click **OK**.

7   Click **Print** to print your document with the watermark.

Creating or Editing a Watermark

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

Windows 95/98/Me/NT

▶ **To create a watermark:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the **Layout/Watermark** tab, click **New** to open the **Watermark Editor**.

4 Choose one of the following:

   ■ Select **Text** for a text watermark. Add the text you want to the box, then choose any desired options.

   ■ If available, select **Bitmap** and select a bitmap file, then choose any desired options.

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

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

5 Click **OK** to close the Watermark Editor.

6 On the **Layout/Watermar**k tab, make sure your watermark is selected on the list, then choose any other desired print options.

7 Click **OK** to return to the print dialog.

8 Click **OK** to send your document to print.

DRAFT

Windows 2000

➤ **To create a text watermark:**

1 Open your document and choose **File** > **Print**.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Document Options** from the options tree and then select to enable **Watermark**.

5 Select **Text** from the options tree and type the desired text for the watermark.

6 Select desired the **Font Size**, **Angle**, and **Color**.

7 Click **OK**.

8 Click **Print** to print your document with the watermark.

Faxing

Sending a fax from the CentreWare printer/fax drivers involves the same basic procedure as sending a print job. When the Job Type is set to Fax, you can send a document to a remote fax machine.

> **NOTE:** The following procedure applies to DC 440/432/425/420 models with the Fax option installed. Network Fax options can be configured on other Document Centre models with third-party applications.

Windows 95/98/Me/NT

▶ **To send a fax:**

1 Choose **File** > **Print** from within the application.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 On the Paper/Output tab, select **Fax** as the Job Type.

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

4 Click **OK** to return to the Print dialog. Click **OK**.

5 The Xerox LAN Fax Setup appears. Use the features within these tabs to create fax recipient(s) lists and for setting fax options.

6 Click **OK** to send the fax.

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

Windows 2000

> **NOTE:** For true IP networks, you can use LPR to print to an IP port on your workstation, which enables you to Fax using the Windows 2000 printer driver.

Sending a Fax

▶ **To send a fax:**

1 Choose **File** > **Print** from within your application.

2 Select the appropriate printer from the list of available printers. Click **Properties**.

3 Select the **Paper/Quality** tab, then click **Advanced**.

4 Select **Document Options** from the options tree and then select **Fax** for Job Type.

5 Click **OK**.

6 Click **Print**. The Fax Setup dialog appears.

7 Select the features within these tabs to create Fax recipients and to set Fax options.

> **NOTE:** Before you send your Fax, change the Print Quality (under Graphic in the options tree) to 400 dpi resolution or less. This setting remains for all print/Fax jobs until you select a different Print Quality and exit the printer driver.

8 Click **OK** to send.

> **NOTE:** If Xerox Advanced Windows Services is not installed, an error message displays. Have your Administrator install Xerox Advanced Windows Services. You can then resume Faxing by clicking **Retry** to send your Fax to the Document Centre. See *Configuring Faxing on NetWare Networks for Windows 2000* on page 2-38 for information on installing Xerox Advanced Windows Services.

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Configuring Faxing on NetWare Networks for Windows 2000

To Fax from a Document Centre in Windows 2000 on NetWare networks, you must use the latest version of the CentreWare 5.3 NT 4.0 printer driver and Xerox Advanced Windows Services must be installed on the NT print server. Xerox Advanced Windows Services is required software which sends Faxing information to the print server.

If you are Faxing from your local port to the Document Centre, Xerox Advanced Windows Services must be installed on your workstation.

> **NOTE:** The printer driver must be installed first, before Xerox Advanced Windows Services is installed. An Administrator must install Xerox Advanced Windows Services.

▶ To configure faxing for NetWare networks:

1 Ensure that the latest CentreWare 5.3 NT 4.0 printer driver is installed. See *Windows NT 4.0 Printer Driver Installation* on page 1-5 for information.

2 Locate the Xerox Advanced Windows Services installation program (*install.exe*) on the CD in the \win2k directory (or a designated location on your network set up by your Network Administrator) and double-click.

3 Click **Install** to perform the installation.

Using the Fax Phonebook

The Fax Phonebook is a software tool that enables you to create and manage a list of personal and professional contacts with whom you correspond via facsimile. The Fax Phonebook tool makes it simple to integrate the network fax capabilities of Xerox Document Centre Systems into your everyday work processes.

NOTE: The Fax Phonebook supports Document Centre models with integrated fax capabilities. Some models may require the installation of optional equipment, while other models may provide alternative LAN fax solutions that are not compatible with the Fax Phonebook. Please consult the documentation provided with your Document Centre for specific features and support information.

Accessing the Fax Phonebook

The Fax Phonebook is installed when you install a CentreWare print/fax driver. You can access the Fax Phonebook from the Fax Setup dialogs that are displayed when you send a fax job.

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

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

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

The Fax Phonebook opens.

Figure 3-1: CentreWare Fax Phonebook

NOTE: The Fax Phonebook allows you to enter and save data needed for sending faxes to recipients. However, you cannot actually send a fax until you open a document in an application and follow the procedure for sending a fax. See *Faxing* on page 2-36 for more information on how to send a fax.

Functions of the Fax Phonebook

The following are some of the key functions on the main Fax Phonebook dialog:

■ **Entry Filter**—finds specific phonebook entries. For example, if you type **S** in the Entry Filter field, all phonebook entries that begin with the letter **S** are displayed in the list. The entries displayed in the phonebook match the letters you type in the Entry Filter field. When the Entry Filter field is blank, all phonebook entries are displayed.

■ **Import**—imports Phonebook entries from another source file, including entries from MacIntosh, Windows, and UNIX text files.

■ **Open Phonebook**—opens an existing Fax Phonebook file. The Open Phonebook dialog is displayed. This dialog enables you to locate and select Phonebook files that are on your computer or network drives.

■ **Save Phonebook As**—saves your current Phonebook entries as a Fax Phonebook file. The Save Phonebook As dialog is displayed. This dialog enables you to specify a name, local/network location, and file type for the current Phonebook file.

The default filename extension for CentreWare Fax Phonebook files is (*.pb). You can also save Fax Phonebook files in an ASCII (text) format, which is useful for printing your Phonebook entries or for converting the Phonebook data for use in other applications.

Adding Entries

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

Individual Entries

▶ **To add individual entries in the Fax Phonebook:**

1 Click **New Entry**.

2 Select **Individual**, then click **OK**.

3 Enter the recipient name and fax number, as well as any additional information that you may require.

4 Click **OK** to close the Edit Recipient dialog.

5 Repeat steps 1-3 to create additional entries.

> **NOTE:** Click **Edit Entry** to modify an entry currently in your Phonebook. Click **Delete Entry** to delete the entry currently selected.

Group Entries

▶ **To add group entries in the Fax Phonebook:**

1 Click **New Entry**.

2 Select **Group**, then click **OK**.

3 Add a name to the Group Name box.

4 In the Phonebook Entries box (left), click the names you want to include in this group, then click the right arrow to move these into the Group Members box. Click **OK**.

Importing Entries

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

▶ **To import a file into the Fax Phonebook:**

1   Access the Fax Phonebook.

2   On the Phonebook Tab, open an existing Phonebook.

3   Click **Edit**.

4   Click **Import**.

5   Type the name or browse for the desired file (.txt or .csv).

6   From the drop-down list, select a field that matches an existing field in the file. Click **Insert Field**. The field is added to the Import Order List. Repeat this step for all the information in the file. Select **<Ignore>** to skip and not import an existing field. Use the up or down arrows to move the fields in the list. To delete a field from the list, click **Remove Field**.

7   Select a field delimiter. Field delimiters separate the information in a file's individual fields and can be a comma, new line, space, or a tab. Select the field delimiter that is used in the import file.

8   Select a record delimiter. Record delimiters separate the information records within a file. A record contains all the field information for an entry. A record delimiter can be a new line, 2 new lines, a tab, or a space.

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

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

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Faxing Documents

1   From within your application, select **File > Print**.

2   Select a Fax-enabled Document Centre.

3   Open the printer driver for the Document Centre and select **Fax** as the Job Type.

> **NOTE:** See *Faxing* on page 2-36 for complete information on Faxing in Windows environments.

4   Close the printer driver and send the job. The LAN Fax Setup dialog opens.

5   On the Fax tab, configure the settings you want.
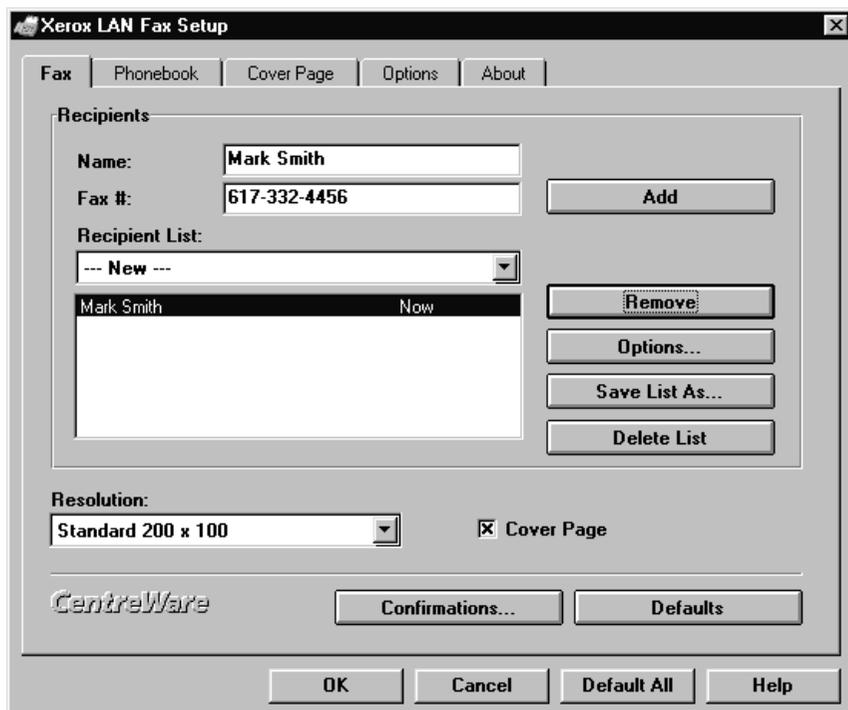
Figure 3-2: Fax Tab

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

> **NOTE:** Adding a Recipient to the Recipients field on the Phonebook tab automatically adds the same individual to the Recipient List on the Fax tab.
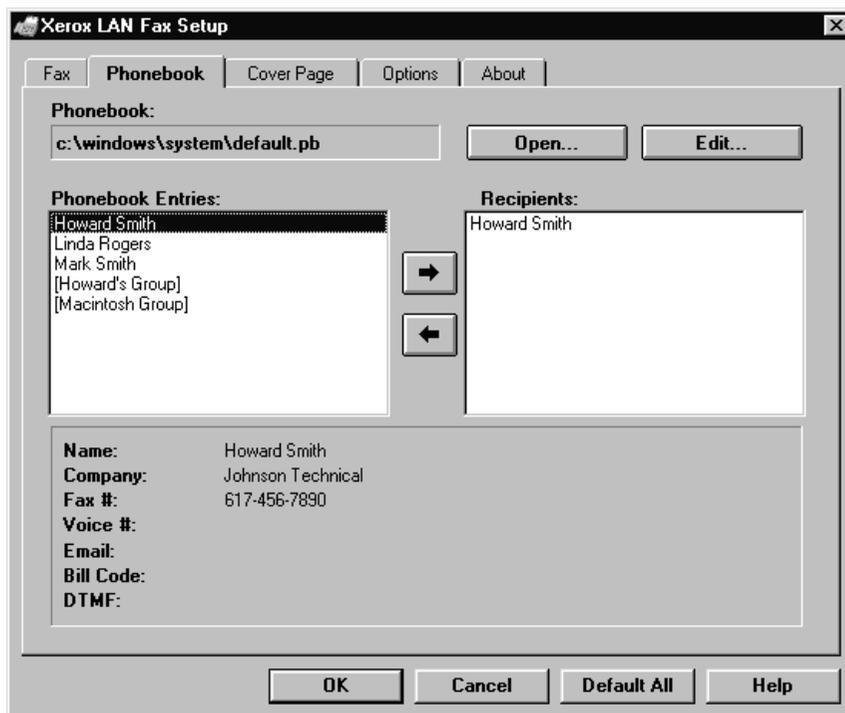
Figure 3-3: Phonebook Tab

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

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

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

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Installing and Using the Font Management Utility

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

Installing the Font Management Utility

▶ **To install the utility on Windows 95/98 workstations:**

1 If you are installing from CD, locate the **setup.exe** file in the **Windows\Font Management Utility** directory and double-click.

2 At the dialog to restart, click **Restart System**. The system shuts down and reboots.

3 The install wizard opens. Click **Next**.

4 Select to accept the license agreement. Click **Next**.

5 Type the user name and organization.

6 Select the type of installation. Click **Next**.

7 Click **Install** to install the utility on the workstation.

8 Click **Finish** to exit the install wizard.

9 At the dialog to restart the workstation, click **Yes**. The workstation is rebooted.

The installation is complete.

▶ **To install the utility on Windows NT 4.0 workstations:**

1 If you are installing from CD, locate the **setup.exe** file in the **Windows\Font Management Utility** directory and double-click. The install wizard opens.

2 Click **Next**.

3 Select to accept the license agreement. Click **Next**.

4 Type the user name and organization.

5 Select an install option. Click **Next**.

6 Select the type of installation. Click **Next**.

7 Click **Install** to install the utility on the workstation.

8 Click **Finish** to exit the install wizard.

9 At the dialog to restart the workstation, click **Yes**. The workstation is rebooted.

The installation is complete.

Uninstalling the Font Management Utility

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

▶ **To uninstall the utility:**

1 Locate the **Setup** file and double-click.

2 Select **Remove**. Click **Next**.

3 Click **Remove**.

The Font Management Utility is removed from your system.

▶ **To modify the utility:**

1 Locate the **Setup** file and double-click.

2 Select an application in the tree for modification.

▶ **To repair the utility:**

1 Locate the **Setup** file and double-click.

2 Click **Next**.

3 Click **Install**.

Accessing the Font Management Utility

▶ **To access the utility in Windows 95/98/NT:**

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

Using the Font Management Utility

Printer List

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

Selecting a Printer

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

Printing a Printer's Font List

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

PCL Font List

▶ **To print a list of PCL fonts:**

1 On the main Font Management Utility window, select a printer.

2 Click **Print Font List**.

3 From the menu, select **PCL Font List** to print a listing of PCL fonts that currently reside on the printer.

PostScript Font List

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

1 On the main Font Management Utility window, select a printer.

2 Click **Print Font List**.

3 From the menu, select **PostScript Font List** to print a listing of PostScript fonts that currently reside on the printer.

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Working with Font Lists

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

Fonts can be filtered by PostScript, PCL, permanent fonts, or downloaded fonts.
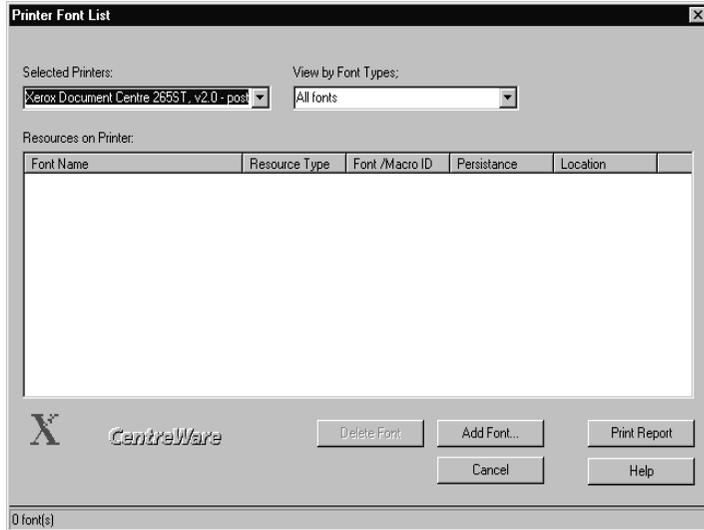
Figure 4-1: Font List Screen

Valid Fonts

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

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

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

The following fonts are downloadable by the Font Download Utility:

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

Windows True Type (converted to PostScript or PCL)

Viewing a Font List

▶ **To view a font list for a selected printer:**

1 On the main Font Management Utility window, select a printer.

2 Click **View/Edit Font List**. The Printer Font List window appears.

3 Select a filter from the **View by Font Type** drop-down list. The fonts that reside on the selected printer display in the Resources on Printer list box.

4 To view the fonts that reside on another printer, select a printer from the **Selected Printers** drop-down list.

Editing a Font List

Deleting a Font

▶ **To delete a font:**

1 On the main Font Management Utility window, select a printer.

2 Click **View/Edit Font List**. The Printer Font List window appears.

3 To delete a font, select a font and click **Delete Font**. You can select multiple fonts.

4 Click **Yes** in the confirm dialog to perform the deletion. The font is removed from the printer.

> **NOTE:** Permanent base fonts cannot be deleted from printers.

Adding a Font

▶ **To add a font:**

1   On the main Font Management Utility window, select a printer.

2   Click **View/Edit Font List**. The Printer Font List window appears.

3   Click **Add Font**.

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

Printing a Font List or View

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

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

▶ **To print a font list or view:**

1   On the main Font Management Utility window, select a printer.

2   Click **View/Edit Font List**. The Printer Font List window appears.

3   For a selected printer, select the desired filter for the font list.

4   Click **Print View**. Select type of listing from menu.

The font list or view prints.

Manage Resources

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

View Resources

▶ **To view a listing of resources:**

1   On the main Font Management Utility window, click **Manage Resources**. The Manage Resources window opens.

2   Select a printer in the Selected Printer list box.

3   Click the location in the printer for the resources, either Printer Hard Disk or optional Printer Flash (SIMM) if available.

Available fonts are displayed in the Resources list box, including the font file name, font name, resource type (PCL or PostScript font), and status (downloaded, not downloaded, temporary, or permanent).
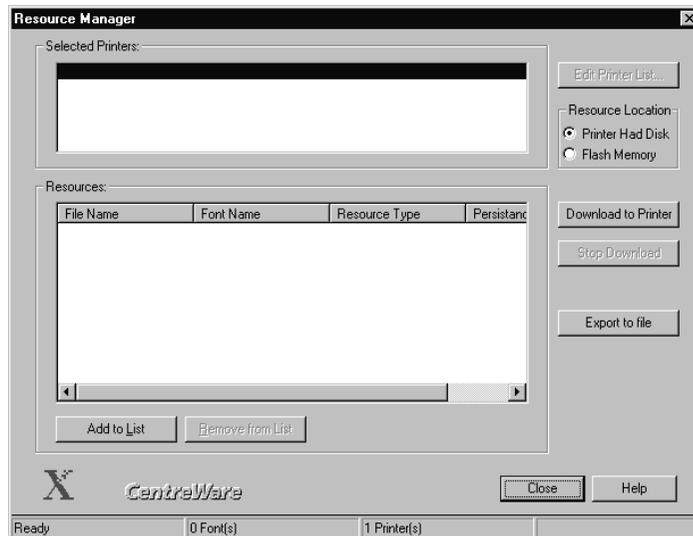
Figure 4-2: Resource Manager Screen

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Edit Resources

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

Removing Fonts from the Resources List

▶ **To remove a font:**

1   In the resources list box, select the fonts that you wish to delete.

2   Click **Remove from list**.

3   Confirm that you want to remove the fonts by clicking **Yes** in the confirm dialog.

The fonts are deleted.

Adding Fonts to the Resources List

▶ **To add a font:**

1   Click **Add to List**. The Open dialog appears.

2   Select a font file to add to the printer list.

3   Click **Open**.

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

Editing the Printer List

▶ **To change the printers that are listed in the Manage Resources window:**

1   On the Manage Resources window, click **Edit Printer List**.

2   Select or deselect printers by clicking the check box next to the printer name.

3   Click **Apply**.

Downloading Fonts to a Printer

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

▶ **To download fonts:**

1   On the Manage Resources window, select the printers to which you want to download fonts. The Font Management Utility will indicate the remaining space for download on each of the selected printers.

2   Select the **Resource Location** to which the fonts will be downloaded, either Printer Hard Disk or optional Printer Flash (SIMM) if available.

3   Select the fonts that you want to download. The Font Management Utility displays the names, IDs, types, and status of the fonts to be downloaded and the size of each font file. The total size of all the fonts to be downloaded will also be displayed. If Windows True Type Fonts are selected, the utility prompts you to designate which interpreters (PCL or PostScript or both) for which the fonts are to be made available.

4   Click **Download to Printers**.

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

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

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

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

Exporting Fonts to a File

▶ **To export fonts to a .prn file:**

1 On the Manage Resources window, select the fonts that you want to export.

2 Select the **Resource Location** to which the fonts will be downloaded, either Printer Hard Disk or optional Printer Flash (SIMM) if available.

3 Click **Export to File**.

4 In the Save As dialog that appears, type the file name and the directory location for the file. Click **OK**.

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

Stop Download or Export during Processing

▶ **To stop the font downloading or exporting file process:**

1 Click **Stop Download**.

2 Confirm that you want to stop the process by clicking **Yes** in the confirmation dialog.

The download or export process is cancelled.

DRAFT

Installing and Using the Xerox TCP/IP Port Monitor

The Xerox TCP/IP Port Monitor is used with Bi-Directional CentreWare printer drivers and for printing in Windows using LPR or Port 9100.

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

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

Installing the TCP/IP Port Monitor

If you install the port monitor on a Windows NT print server, Windows NT and Windows 95/98 workstations support Bi-Directional communications. If you install the port monitor on a Windows 95/98 print server, Bi-Directional communication is only available for the workstation on which the port monitor is installed.

➤ **To install the port monitor:**

1 From the CentreWare Print and Fax Drivers CD or network location, locate **Setup.exe** and double-click.

2 Select Install/Upgrade Port Monitor.

3 Click **OK**. The files are installed on the workstation.

4 On the successful install dialog, click **OK**.

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

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Upgrading the TCP/IP Port Monitor

The upgrade procedure is generally the same procedure as the installation, except in Windows 95/98 you must reboot your workstation and in Windows NT, the Windows Print Spooler must be stopped and restarted.

▶ **To upgrade the port monitor in Windows 95/98:**

1 Perform the installation procedure. See *Installing the TCP/IP Port Monitor* on page 5-2.

2 At the prompt to restart Windows, click **OK**.

▶ **To upgrade the port monitor in Windows NT:**

1 From the CentreWare Print and Fax Drivers CD or network location, locate **Setup.exe** and double-click.

2 At the prompt to stop the Windows print spooler, click **OK**. The Windows print spooler must be stopped before the appropriate extension file to be removed for the upgrade. The spooler is restarted when the upgrade is completed.

3 Finish the installation procedure. Begin with step 2 on page 5-2.

Uninstalling the TCP/IP Port Monitor

➤ **To uninstall the port monitor:**

1   Disconnect all printers from TCP/IP ports. A warning appears if any printers are connected, indicating that the uninstall process cannot continue.

2   From the CentreWare Print and Fax Drivers CD or network location, locate **Setup.exe** and double-click.

3   Select Remove Port Monitor.

4   Click **OK**. The uninstall program processes.

5   At the successful uninstall prompt, click **OK**.

The port monitor files and registry entries are removed.

Xerox Add TCP/IP Printer Port Wizard

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

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

Accessing the Wizard

Windows 95/98

▶ **To access the wizard in Windows 95/98:**

1 Select **Start>Settings>Printers**.

2 Right-click on the desired printer and select **Properties**.

3 Select the Details Tab.

4 Click **Add Port**.

5 Select **Other** for the type of port.

6 Select **Xerox TCP/IP Port** and click **OK**. The Xerox Add TCP/IP Printer Port Wizard opens.

Windows NT

▶ **To access the wizard in Windows 95/98:**

1 Select **Start>Settings>Printers**.

2 Right-click on the desired printer and select **Properties**.

3 Select the Ports Tab.

4 Click **Add Port**.

5 Select **Xerox TCP/IP Port** and click **New Port**. The Xerox Add TCP/IP Printer Port Wizard opens.

Adding and Configuring a TCP/IP Port

▶ **To add and configure a port using the wizard:**

1 On the opening dialog, click **Next** to continue. The Add Xerox TCP/IP Port screen opens.
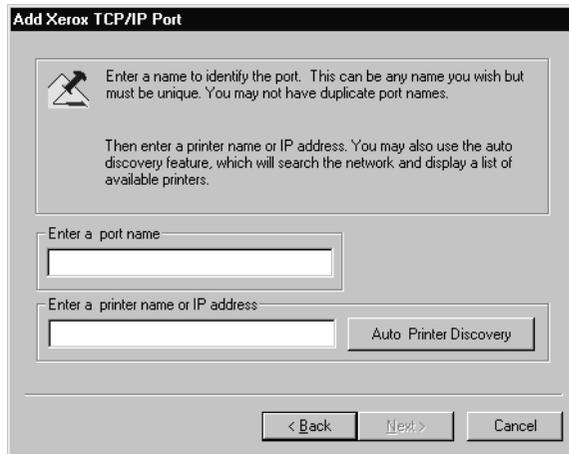
Figure 5-1: Add Xerox TCP/IP Port Screen

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

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

3 Perform one of the following steps:

■ Type the desired printer's DNS name or IP address.

OR

■ Click **Auto Printer Discovery** if you do not know the printer's DNS name or IP address.

Automatic Discovery

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

a) If the desired printer is not found, click **Subnets** to extend the search. The Subnets dialog appears, which enables you to extend the search for printers on your network.

b) Enter Subnet Mask or Subnet Addresses to refine the search. Click **Add** to add the Subnet information to the Subnet Address List.

c) When finished, click **OK** to perform the subnet search. The Auto Printer Discovery returns IP address(es) for printers found in the subnet search. Click **Refresh** to update the screen.
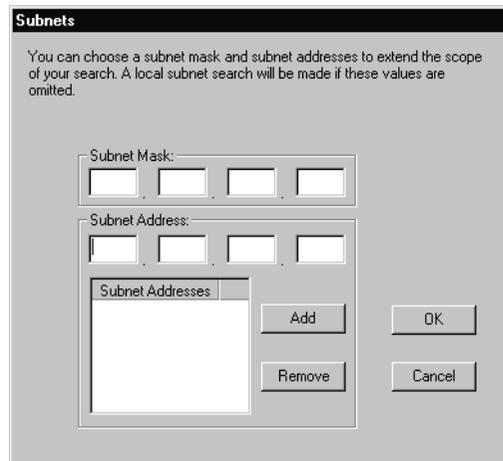
Figure 5-2: Subnets Screen

4　Choose a printer and click **OK** to return the printer IP address to the Add Xerox TCP/IP Port Screen.
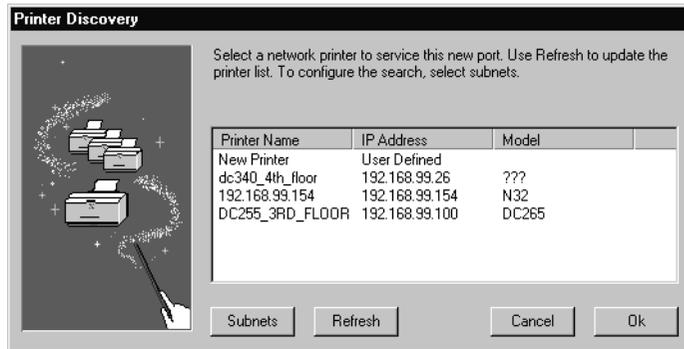
Figure 5-3: Printer Discovery Screen

5　Click **Next**. The port is automatically configured. The settings are displayed on the Completing screen.
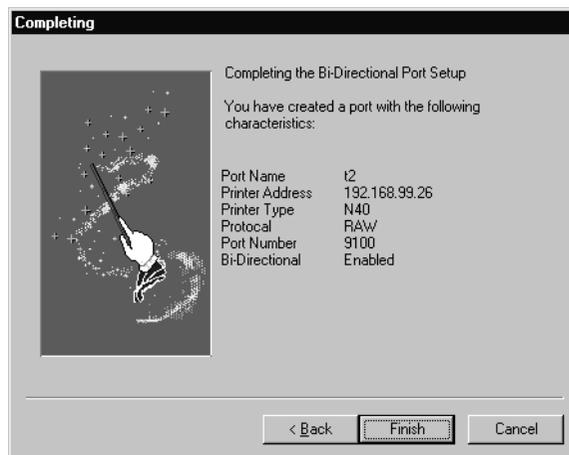
Figure 5-4: Completing Screen

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

7　If the printer cannot be found, an additional information screen appears.

Printer Cannot be Found

If you know that the printer IP address or DNS name is correct, but the printer cannot be located on your network, an additional information screen appears. This screen is used to input additional information about a printer, so that the Add TCP/IP Printer Port Wizard can configure the port.
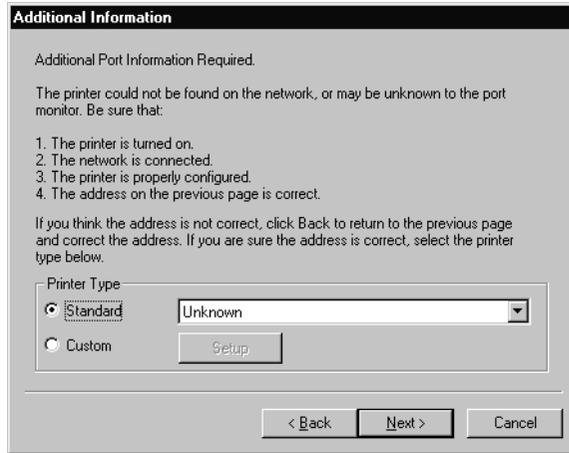
Figure 5-5: Additional Information Screen

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

1 Perform one of the following procedures:

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

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

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

  OR

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

Manually Configuring a TCP/IP Port

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

▶ **To configure a TCP/IP port:**

1 Select **Start>Settings>Printers**.

2 Select the Details Tab (Windows 95/98) or select the Ports Tab (Windows NT).

3 Select the Xerox TCP/IP Port that you want to configure or edit.

4 Click **Configure Port**. The Xerox TCP/IP Port - Configuration dialog appears.
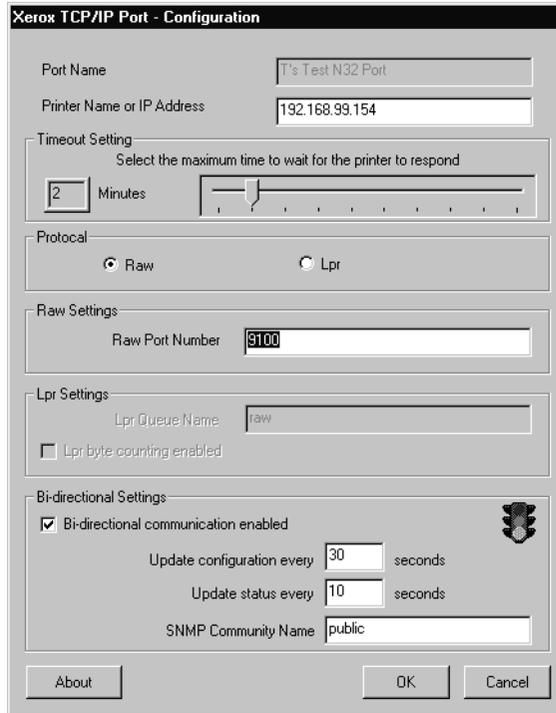
Figure 5-6: Xerox TCP/IP Port Configuration Dialog

5   Several settings are available for modification, including:

■   Printer Name or IP Address

The DNS printer name or IP address of the connected printer.

■   Protocol

Supported protocol, either LPR or RAW (port 9100).

■   Raw Settings

TCP port number, usually port 9100 which is the setting default.

■   Bi-directional Settings:

Bi-directional communication enabled—enable or disable bi-directional status and configuration information through the port.

Update configuration—specifies how often the network is polled for changes to the connected printer's configuration. The minimum setting is 5 seconds and the maximum is 600 seconds or 10 minutes.

Update status—specifies how often the printer is polled for changes in its status. The minimum setting is 5 seconds and the maximum is 600 seconds or 10 minutes.

SNMP Community Name—specifies the name of the SNMP community in which the printer resides. The default is public.

6   When finished, click **OK** to apply the settings.

Deleting a TCP/IP Port

Windows 95/98

▶ **To delete a TCP/IP port in Windows 95/98:**

1 Select **Start>Settings>Printers**.

2 Right-click on the desired printer and select **Properties**.

3 Select the Details Tab.

4 Select the TCP/IP port to delete.

5 Click **Delete Port**.

6 On the confirm dialog, click **Yes** to delete the selected port.

The port is removed.

Windows NT

▶ **To delete a TCP/IP port in Windows 95/98:**

1 Select **Start>Settings>Printers**.

2 Right-click on the desired printer and select **Properties**.

3 Select the Ports Tab.

4 Select the TCP/IP port to delete.

5 Click **Delete Port**.

6 On the confirm dialog, click **Yes** to delete the selected port.

The port is removed.

Installing and Using the TIFF Submission Tool

This chapter contains installation procedures for the CentreWare TIFF Submission Tool.

The TIFF Submission Tool enables users to submit TIFF (Tagged Image File Format) and PDF (Portable Document Format) files directly to a Document Centre for printing.

DRAFT

Workstation Requirements

The TIFF Submission Tool can be used on workstations that meet the following basic requirements:

- Windows 95, 98
- Windows NT 4.0
- Windows 2000
- 4 MB of hard drive space

NOTE: Your Document Centre must have a TIFF interpreter in order to use this tool.

Supported Document Centres

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

- DC 490/480/470/460

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

DRAFT

Installing the TIFF Submission Tool

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

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

1 Insert the CentreWare Print and Fax Drivers CD into the appropriate drive. The Autoplay program starts.

2 Click **Print & Fax Drivers**.

3 Click **Install TIFF Submission Tool**.

4 Click **Next** on the opening screen of the installation wizard.

5 Enter your user and company information. Click **Next**.

6 Read the Software License agreement and click **Yes.**

7 Select **Typical** or **Custom** installation.

   a) **Typical** installation uses the default destination folder for the installation.

   b) **Custom** installation allows you to specify the destination folder for the installation.

8 Click **Finish**. The CentreWare TIFF Submission Tool is ready for use.

Using The TIFF Submission Tool

The TIFF Submission Tool enables users to submit TIFF and PDF files directly to a Document Centre for printing.

The primary advantage of this application is that it does not add additional PostScript information to the submitted file (often referred to as a PostScript wrapper). Instead, the TIFF or PDF files are submitted as print ready files. This enables the Document Centre to RIP (Raster Image Processor) TIFF and PDF files very quickly.

DRAFT

Features and Options

The TIFF Submission Tool allows the user to send single or multiple TIFF or PDF files to a Document Centre.

TIFF and PDF file submissions allow the user to:

■ Enable the Accounting feature

■ Select paper and output options for your document.
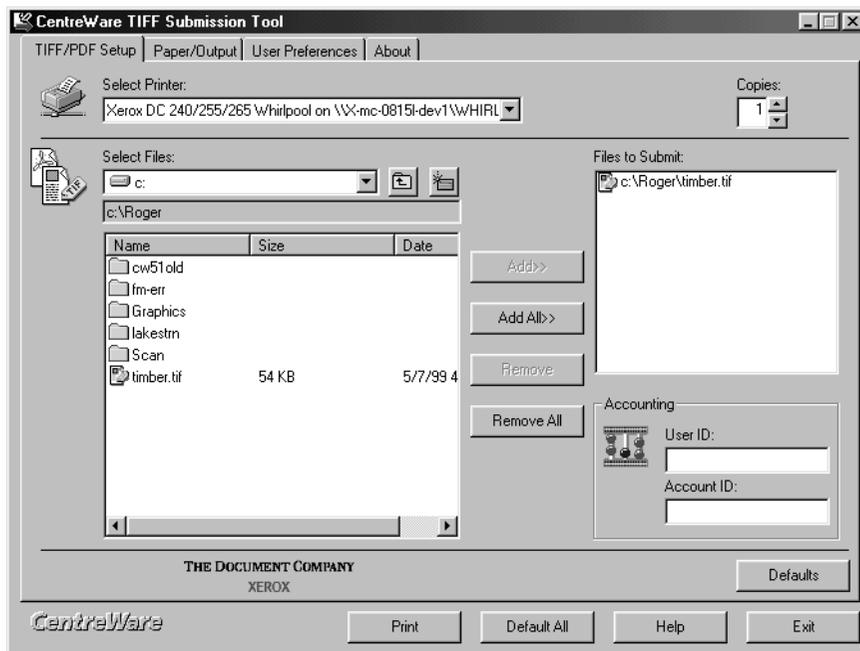
Figure 6-1: TIFF Setup

Using the TIFF Submission Tool

Starting the TIFF Submission Tool

▶ **To start the application:**

Click **Start >Programs>Xerox CentreWare>CentreWare TIFF Submission Tool**.

Printing a TIFF or PDF File

▶ **To submit TIFF or PDF files for printing:**

1 Select a compatible printer from the **Select Printer** list.

2 Indicate the number of copies to be printed.

3 Locate the TIFF or PDF files to be printed.

4 Select each file name, then click **ADD** (or double-click the file name) to place the file name in the Files to Submit box.

5 Enter Personal Accounting codes (if Accounting is enabled and Accounting codes are not saved between sessions).

6 Click **Print**. The TIFF or PDF file prints at the Document Centre.

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Paper/Output Options

▶ **To use the Paper Output Options:**

1 Choose the paper size.

2 Select the 2 Sided Printing (1or 2 Sided) and Image Orientation (Portrait, Landscape) options.

3 Select other optional features (Banner Sheet, Finishing, Job Type, and Output Destination) as needed.
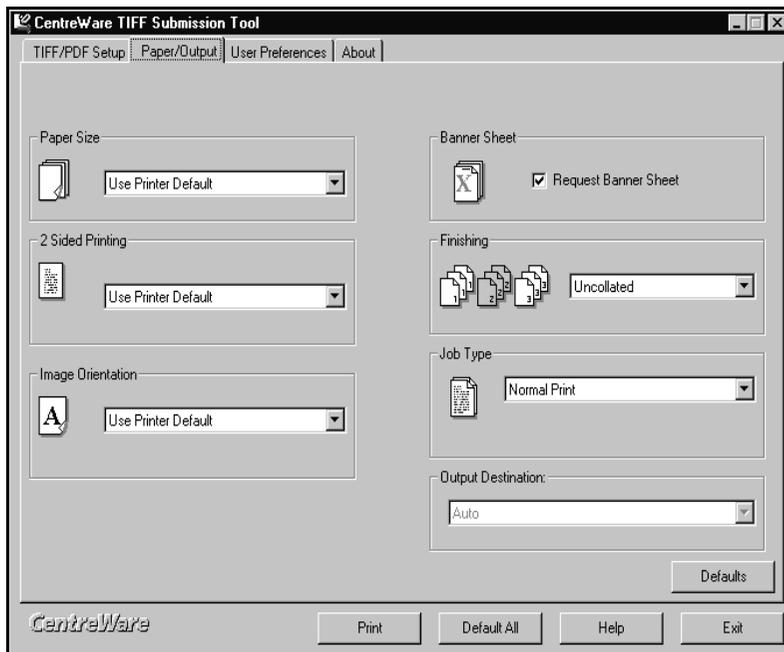
Figure 6-2: Paper/Output Options

Accounting Options

▶ **To use Accounting Options**

1   Click **Use Network Accounting**. The icon appears in full color, indicating Accounting is activated.

2   Click **Save Accounting Codes** (optional). Selecting this option saves accounting codes between sessions.

3   Click **Conceal User ID** and **Conceal Account ID** (optional). Selecting these options will cause asterisks to display in place of alphanumeric characters within the Accounting text boxes on the TIFF Setup tab.

Figure 6-3: Accounting Options

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