

Reference Manual: Xerox Printing Options

This manual has been developed to:

Show you how to modify print settings for the Xerox, such as stapling, hole-punching, and 2-sided printing.
 Show you how to change the Paper Summary options and printer settings, and show you how to send your documents to the printer.

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Reference Manual: Xerox Printing Options Introduction

- The Print options for the Xerox printer are available to help you customize your print jobs and to make printing documents to the Xerox secure.
- Please continue through this reference manual to learn how to use the Xerox machine to print and modify printing options.

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Continue to Page 3

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- The print dialog box opens. This is where you choose the Xerox printer.
 - For instance, at the High School, look for the Printer Name: \\dc2\XeroxWorkCentre5030HSOffice
- <u>Step 2</u>: Click **Properties** in the Print dialog box (See **Figure 2** below) to open the Properties dialog box.

Name:	/\dc2\Xerox Worl	kCentre	5030 HS Office	~	Properties
Status: Type: Where: Comment:	Idle Xerox WarkCentre 5030 HS Office WorkCentre 5030				Fin <u>d</u> Printer Print to file Manual duplex
Page range	t page Selection age numbers and/or page separated by commas coun	iting	Copies Number of gopies: 1	Collate	
from t section or p1s	he start of the document or h. For example, type 1, 3, 5 1, p1s2, p1s3–p8s3	-12			
Print what:	he start of the document or h. For example, type 1, 3, 5- 1, p1s2, p1s3-p8s3 Document	-12	Zoom		

Figure 2

Step 3: Once the Properties dialog box is open, select the Paper/Output tab (See Figure 3 below). Xerox WorkCentre 5030 HS Office on dc2 Document Properties ? 🛛 Advanced Paper/Output Image Options Layout/Watermark Job Type: 2 Sided Print: Normal Print 1 Sided Print × Setup. Output/Stapling: Paper Summary: Size: Letter (8.5 x 11") Collated × Color: White Type: Printer Default Type (Load the Hole Punch: selected paper in any paper tray) Off ¥ Select Paper **Output Destination:** Auto × Saved Settings: Load. Save. 0 **XEROX** Status Help Defaults Default All OK Cancel Figure 3 End Part 1: Locating the Xerox WorkCentre Printer You have now located the Xerox printer and located the Paper/Output options available for the printer. **Continue to Part 2 to use Secure Printing**

Reference Manual: Xerox Printing Options Part 2: Secure Printing

Secure printing lets you password protect your documents so that only the person who adds the password has access to the data. The Secure Print option tells the printer to hold your print job until you are able to pick it up at the printer, eliminating the risk of someone else viewing your document.

• <u>Step 1</u>: In the Paper/Output tab on the Properties dialog box (see **Part 1** for help), under **Job Type**, choose **Secure Print**. (See **Figure 4** below).

5	Job Type:	2 Sided Print:	
3	Secure Print Y	1 Sided Print	~
<	Secure Print	n Output/Stapling:	
	Delayed Print	Collated	Y
J	Color: White Type: Printer Default Type (Load the selected paper in any paper tray)	Hole Punch:	
	Colort Press	Off	~
		Output Destination:	
		Auto	~
0		Saved Settings:	/8
XER	OX Status Help	Defaults Defau	It All
		OK	Cancel

- <u>Step 2</u>: Click the Setup button. The Secure Print Setup dialog box appears. This is where you enter a 4-10 digit Secure Print Passcode and retype the passcode to confirm (see **Figure 5** below).
- <u>Step 3</u>: Click OK (see Figure 5 below)

Xerox WorkCentre 5030 HS Office on dc2 Docun Advanced Paper/Output Image Options Lavout/Watermark	nent Properties 🛛 🛛 🔀
Job Type: Secure Print Setup	Sided Print: Sided Print
Secure Print Setup	? X tapling:
Enter a 4-10 Digit Secure Print Passcode:	ich:
Confirm 4-10 Digit Secure Print Passcode:	estination:
	ettings:
Hint	ad Save
OK Cancel Help	its Default All OK Cancel
Figure 5 To retrieve your job, go to the printer Control Pane "Release" and enter your Secure Print Passcode.	el, select the job from the list, pre
End Part 2: Secure Pr You have now located the Secu	inting re Print feature
Continue to Part 3 to use the 2 S	ided Print option

Reference Manual: Xerox Printing Options Part 3: Using the 2 Sided Print option

The **2 Sided Print** option allows you to choose to print on both sides of the paper or one side.

- By default, the printer uses **1 Sided Print**.
- The **2 Sided Print** option prints portrait documents using both sides of the paper.
- **2 Sided Print, Flip on Short Edge** option prints landscape documents using both sides of the paper.
- <u>Step 1</u>: In the Paper/Output tab on the Properties dialog box (see **Part 1** for help), under **2 Sided Print**, from the menu, choose either **1 Sided Print** (default), **2 Sided Print** (Portrait), or **2 Sided Print**, **Flip on Short Edge** (Landscape) (See **Figure 6** below).

•	Job Type: Secure Print Secure Print Setup Paper Summary: Setup: Secure Print Se
D	Size: Letter (8.5 x 11") Color: White Type: Printer Default Type (Load the selected paper in any paper tray) Select Paper
	Output Destination:
0	Saved Settings: Load Save
XER	OX Status Help Defaults Default All
	OK Cancel
ure 6	
F	End Part 3: Using the 2 Sided Print option
Yo	u have now located the 2 Sided Print option
G	

Reference Manual: Xerox Printing Options Part 4: Using the Stapling feature

The Xerox machine printer can staple portrait or landscape documents for you. You can also change your output option from Collated to Uncollated:

- By default, the printer prints pages **Collated** (printing multiple pages in sequence, placing your pages one behind the other).
- You can choose **Uncollated** when printing multiple copies of a multiple page document. For instance, if you are printing two copies of a five-page document, choosing Uncollated will print the two copies of page 1 of your document, then the two copies of page 2, then the two copies of page 3, etc.
- <u>Step 1</u>: In the Paper/Output tab on the Properties dialog box (see **Part 1** for help), under the **Output/Stapling** menu, choose **Uncollated**, **Collated** (default), **1 Staple**, or **2 Staples** (See **Figure 7** below).

Job Type: Secure Print		2 Sided Print: 1 Sided Print	~
Setup Paper Summary: Size: Letter (8.5 x 11 Color: White Type: Printer Default selected paper in any Select Paper	') Type (Load the paper tray)	Collated Uncollated Collated 1 Staple 2 Staples	
	Î	Output Destinat Auto Saved Settings: Load	Save
XEROX Sta	us Help	Defaults	Default All
ıre 7			
End Part 4: U	Using the Ou located the	itput/Stapling Output/Stapli	feature ng feature

Reference Manual: Xerox Printing Options Part 5: Using the Hole Punch option

The Xerox machine printer can hole punch documents for you. By default, the Hole Punch option is set to Off.

• <u>Step 1</u>: In the Paper/Output tab on the Properties dialog box (see **Part 1** for help), under the **Output/Stapling** menu, choose **Hole Punch** (see Figure 8 below).

Advanced	J Paper/Dutput Image Options Layout/Watermark
A	Secure Print
	Setup Paper Summary: Size: Letter (8.5 x 11") Color: White Type: Finter Default Type (Load the selected paper in any paper tray) Select Paper Hole Punch: Hole Punch Hole Punch Hole Punch Hole Punch Saved Settings: Load Save
XER	OX Status Help Defaults Default All
	OK Cancel
Figure 8	
E You	End Part 5: Using the Hole Punch option u have now located the Hole Punch option

Reference Manual: Xerox Printing Options Part 6: Viewing/Changing the Paper Summary Options

In the Paper Summary menu, you can view the paper size currently in the Xerox machine, and change the paper size. The default paper size is Letter (8.5" x 11")

• <u>Step 1</u>: In the Paper/Output tab on the Properties dialog box (see **Part 1** for help), under the **Paper Summary** menu, click **Select Paper**, then **Paper in the Device** to see the current paper sizes in the Xerox machine (See **Figure 9** below).

F	Job Type:	2 Sided Print:
	Normal Print	1 Sided Print
	Paper Summary:	Output/Stapling:
	Size: Letter (8.5 x 11") Color: White Type: Printer Default Type (Load the	A 1 Staple
~	sélected paper in any paper tray)	Hole Punch:
	Select Paper	
	✓ Default Paper	Output Destination:
	Paper in the Device	Legal (8.5 × 14"), White, Plain
	Size 🔸	Letter (8.5 $ imes$ 11"), White, Plain
	Color •	Paper Status
	Туре 🔸	
0	Advanced	
	Transparency Separators	
XER	Covers	Defaults Default All
		OK Cancel
Figure 9		
d Part	6. Viewing/Changing	he Paper Summary Option
Vou	have now located the I	Depar Summery options
100		aper Summary options
ue to H	art / to recheck setting	ngs and send your docum

Reference Manual: Xerox Printing Options Part 7: Rechecking and Sending to the Printer

After you click the OK button on the Print Properties dialog box, before sending your document to the printer, the print dialog box pops up. This is where you check your print settings before clicking the OK button again to send your document to the printer.

- <u>Step 1</u>: In the Print dialog box that pops up after pressing OK the first time in the Print Properties dialog box (see **Part 6** for help), click the button in **Page Range** that best fits your printing need (See **Figure 10** below).
 - By default, the printer prints all the pages in your document. If you would like to print the current page that you are viewing, click the **Current page** button. If you only want to print certain pages in the document, type the page numbers or ranges in the **Pages** box.

Name:	//dc2\Xerox WorkCen	tre 5030 HS Office	~	Properties
Type: Where: Comment:	Xerox WorkCentre 5030 HS Office WorkCentre 5030			Find Printer
Page range <u>All</u> Curren Pages: Type p ranges from th section or p1s	t page Selection age numbers and/or page separated by commas counting the start of the document or the the For example, type 1, 3, 5-12 1, p1s2, p1s3-p8s3	Copies Number of <u>c</u> opies: [1 🔊	
Print <u>w</u> hat:	Document	Zoom		
Print:	All pages in range	Pages per sheet:	1 page	ľ
		Scale to paper size:	No Scaling	1
Options			ОК	Close

- <u>Step 2</u>: In the Print dialog box, in the **Copies** section, click the **Number of copies** arrows up or down to change the number of hard copies you want to print. You can also type the amount in the box (See **Figure 11** below).
- <u>Step 3</u>: In the Print dialog box, in the **Print what** section, you can also choose to print only odd or even pages (See **Figure 11** below).
- <u>Step 4</u>: In the Print dialog box, in the **Zoom** section, you can also choose to print more than one page per sheet. This scales the document pages down to a smaller size in order to fit more pages on one sheet (See **Figure 11** below).



Printer Name: Status: Type: Where:	Idle Xerox WorkCentre 5030	5030 HS Office	v	Properties Find Printer
Page range All Current Pages: Type p ranges from th section or p1s:	t page O Selection age numbers and/or page separated by commas counting ne start of the document or the a. For example, type 1, 3, 5–12 I, p1s2, p1s3–p8s3	Copies Number of copies: 1	Collate	
Print what: Print:	Document 💉	Zoom Pages per s <u>h</u> eet: 1 p Scale to paper size: No	oage Scaling OK	Close
gure 12				