

NORTH SCHUYLKILL SCHOOL DISTRICT

Home of the Spartans



**Reference Manual:
Xerox Printing Options**

Reference Manual: Xerox Printing Options

This manual has been developed to:

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

Reference Manual: Xerox Printing Options

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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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Part 1: Locating the Xerox WorkCentre Printer

- **Step 1:** Once your Microsoft Word document is open and ready to print, click the **Office Button** on the top left of your window, then click **Print** from the menu (See **Figure 1** below).

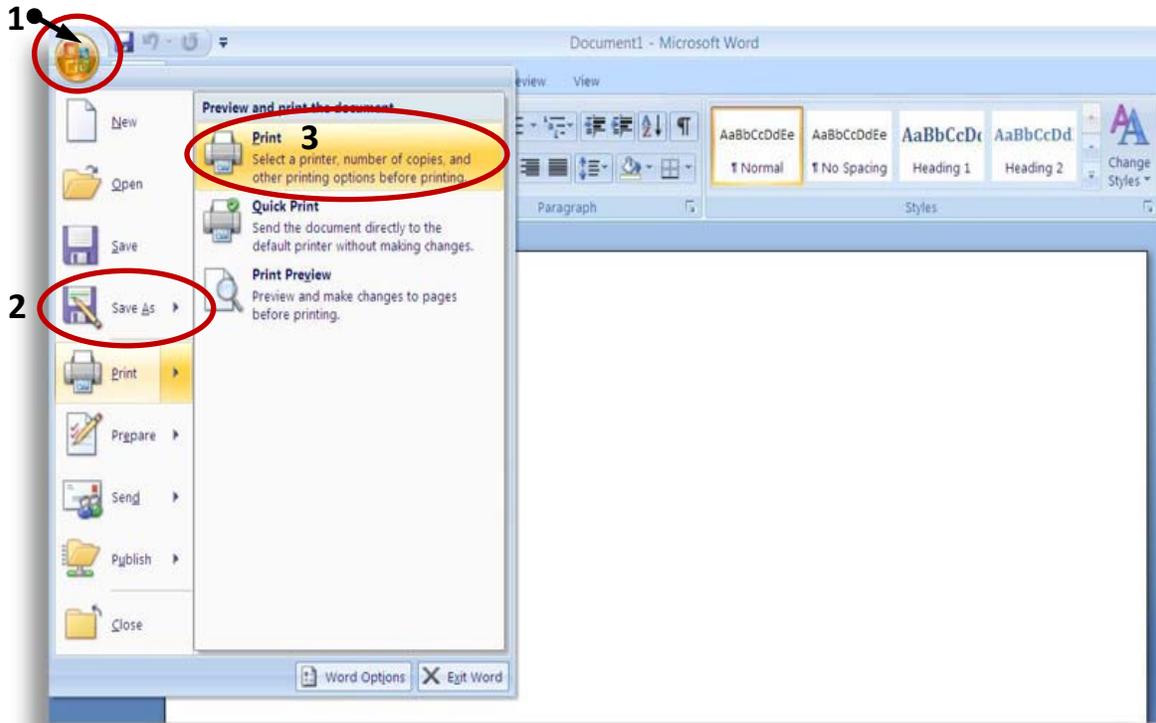


Figure 1

- 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
- **Step 2:** Click **Properties** in the Print dialog box (See **Figure 2** below) to open the Properties dialog box.

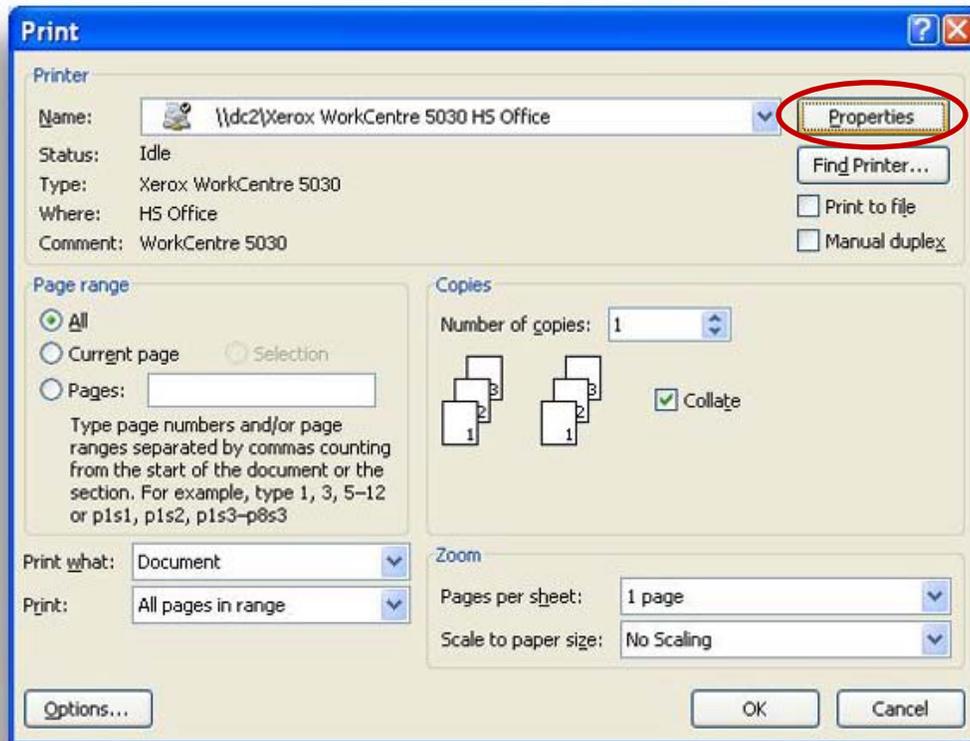


Figure 2

- Step 3: Once the Properties dialog box is open, select the Paper/Output tab (See **Figure 3** below).



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.

- **Step 1:** 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).

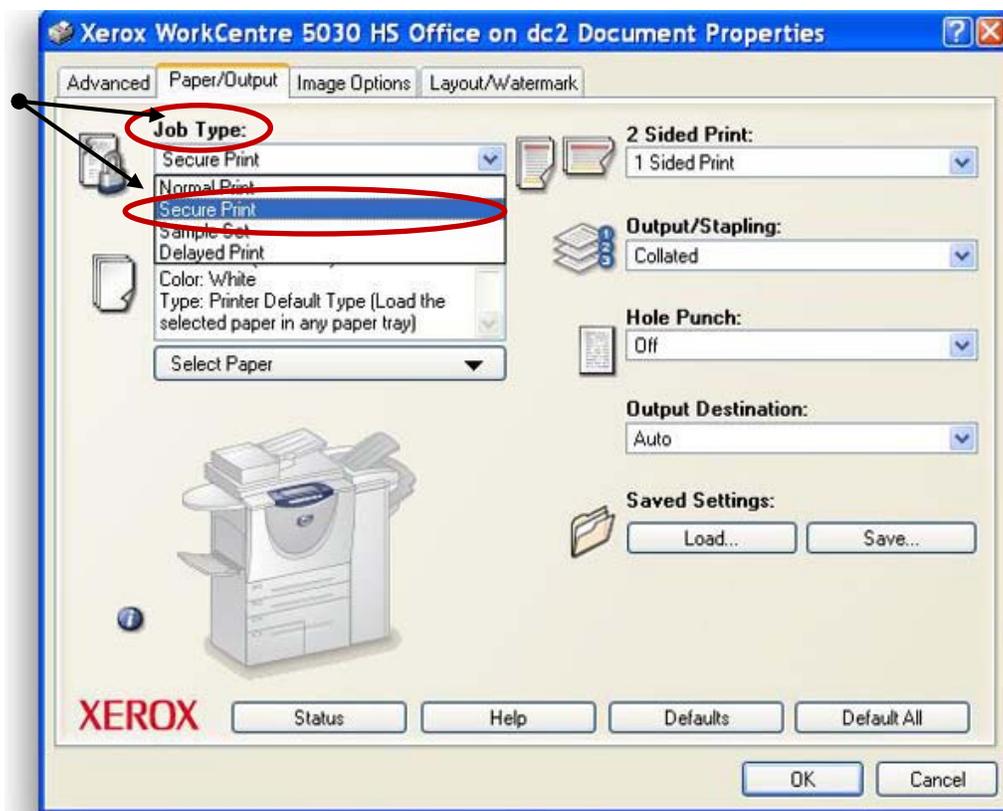


Figure 4

- **Step 2:** 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).
- **Step 3:** Click OK (see **Figure 5** below)

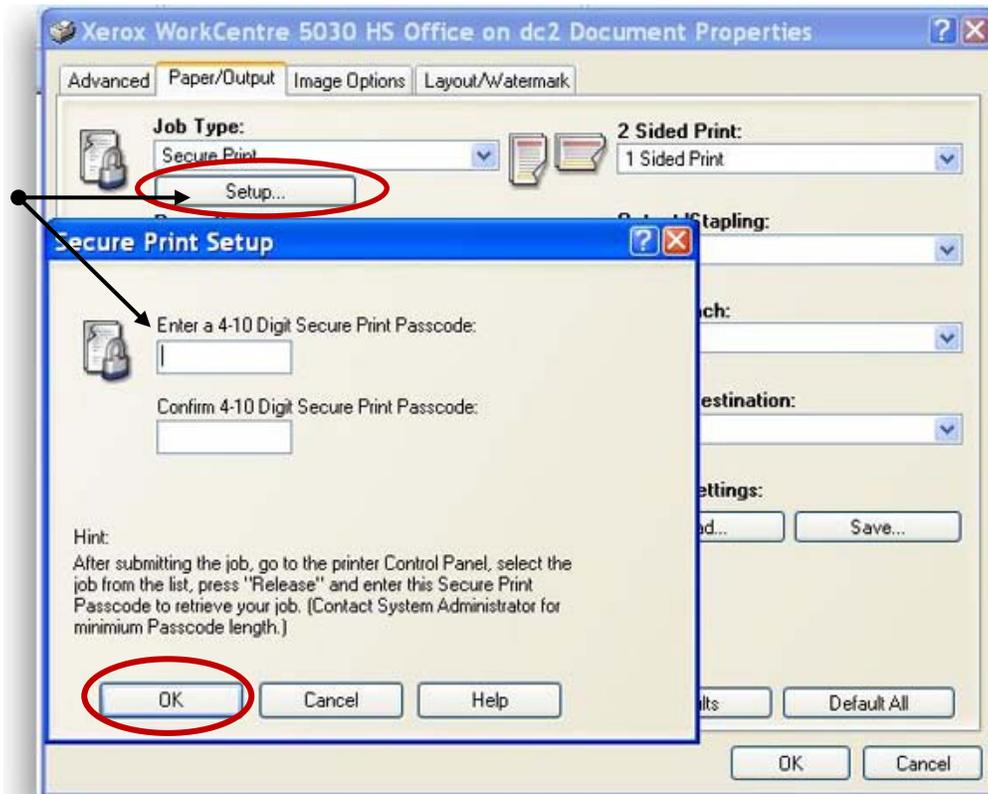


Figure 5

- **To retrieve your job**, go to the printer **Control Panel**, select the job from the list, press **“Release”** and enter your Secure Print Passcode.

End Part 2: Secure Printing
You have now located the Secure Print feature
Continue to Part 3 to use the 2 Sided Print option

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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.
- Step 1: 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).

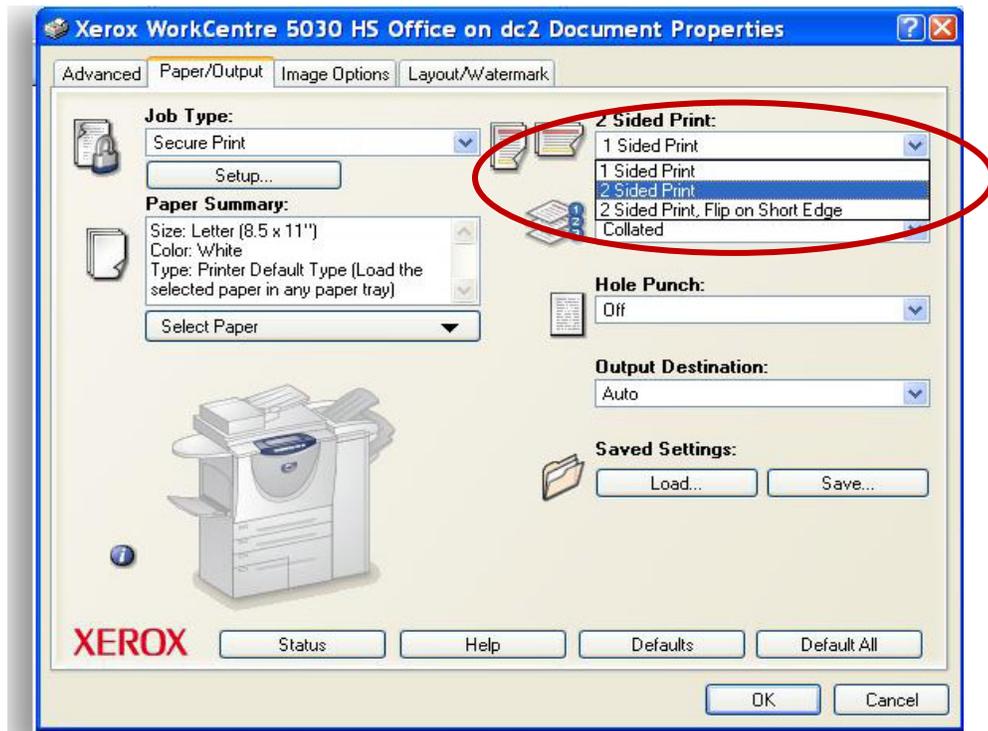


Figure 6

End Part 3: Using the 2 Sided Print option
You have now located the 2 Sided Print option
Continue to Part 4 to use the Stapling feature

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.
- **Step 1:** 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).

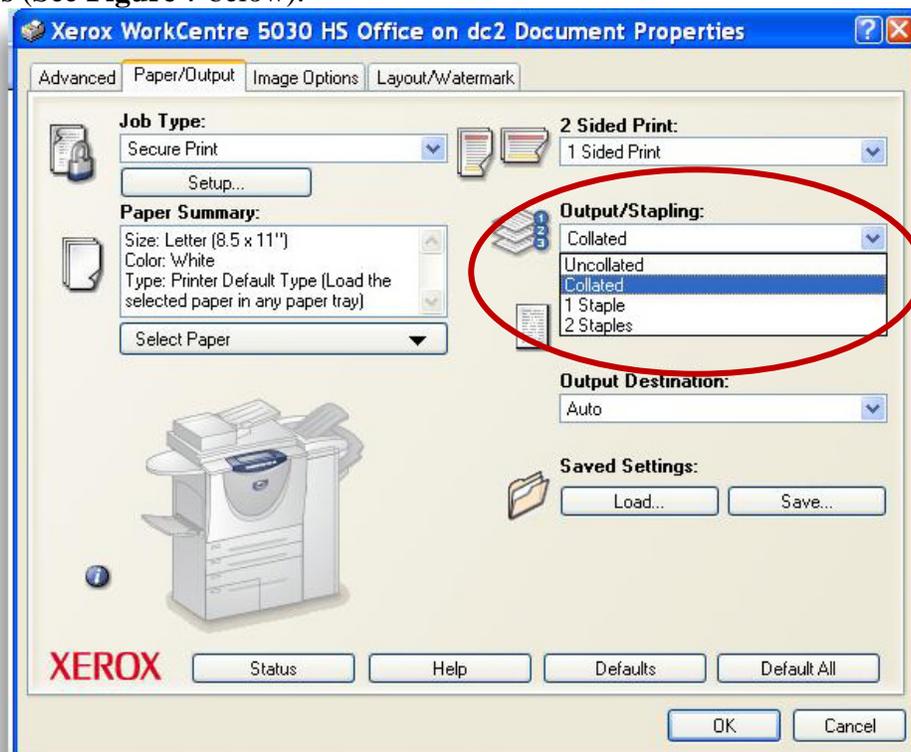


Figure 7

End Part 4: Using the Output/Stapling feature
You have now located the Output/Stapling feature
Continue to Part 5 to use the Hole Punch option

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.

- **Step 1:** 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).

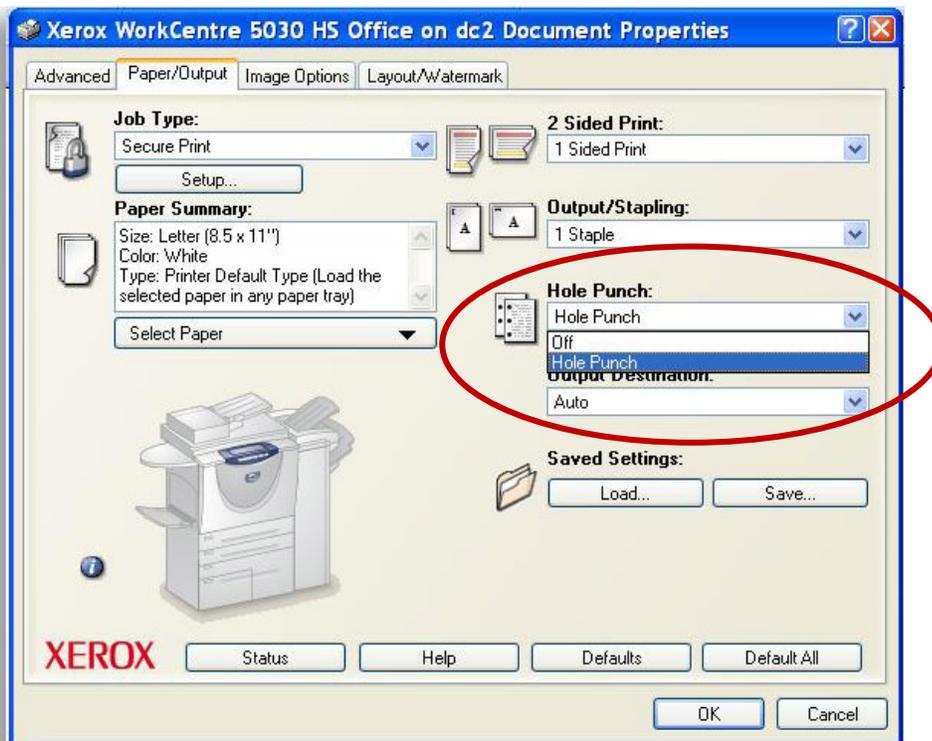


Figure 8

End Part 5: Using the Hole Punch option
You have now located the Hole Punch option
Continue to Part 6 to change the Paper Summary options

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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")

- **Step 1:** 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).

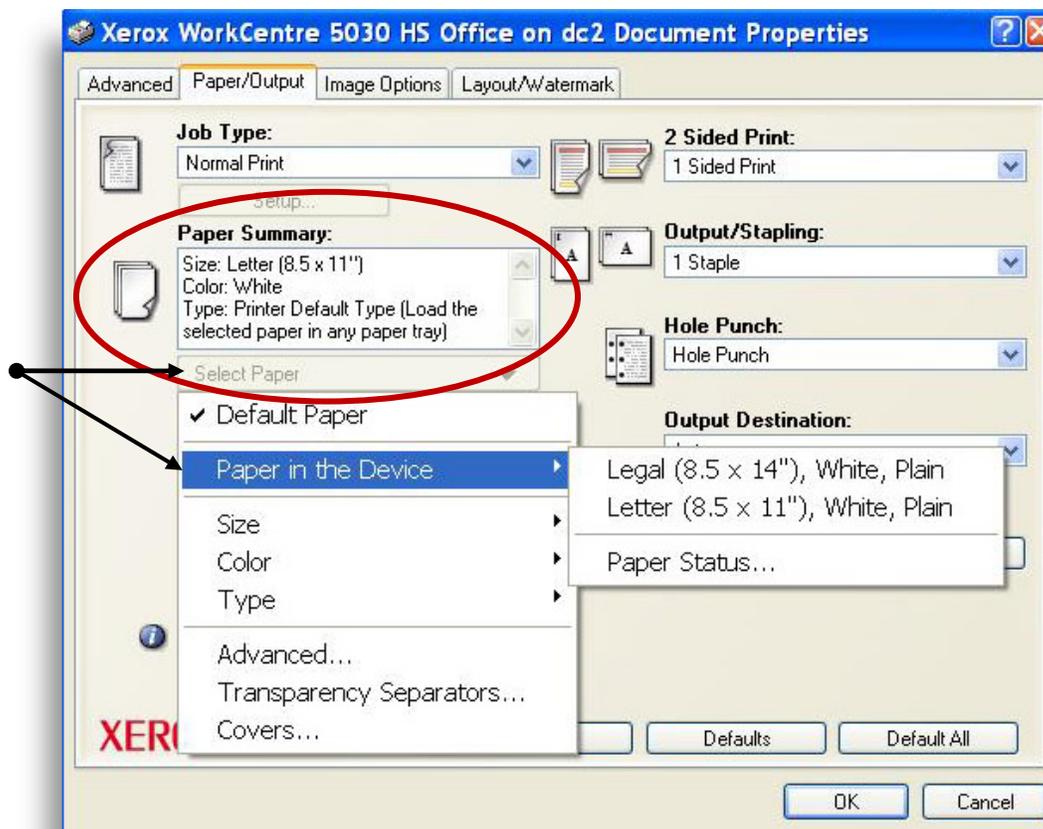


Figure 9

End Part 6: Viewing/Changing the Paper Summary Options
You have now located the Paper Summary options
**Continue to Part 7 to recheck settings and send your document to
the Xerox printer**

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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.

- **Step 1:** 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.

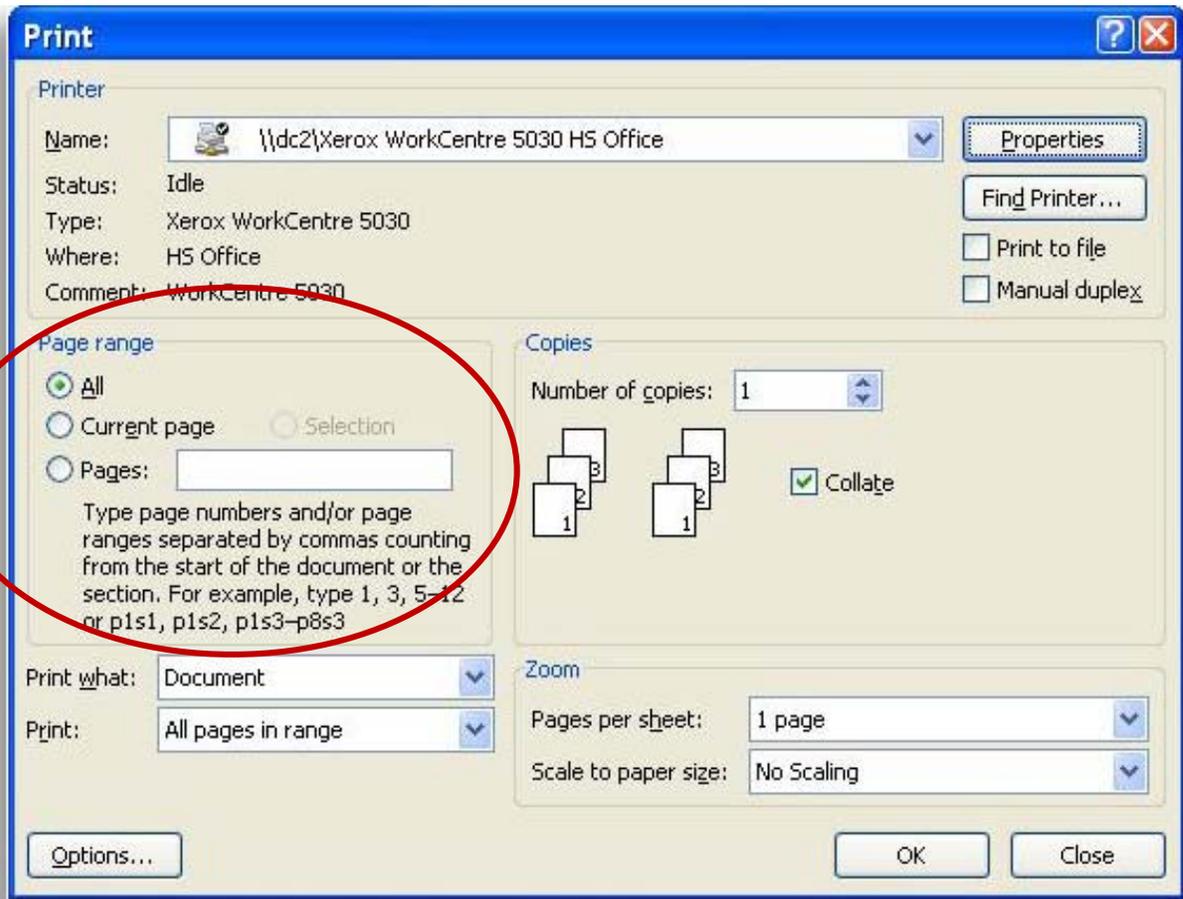


Figure 10

- **Step 2:** 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).
- **Step 3:** 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).
- **Step 4:** 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).

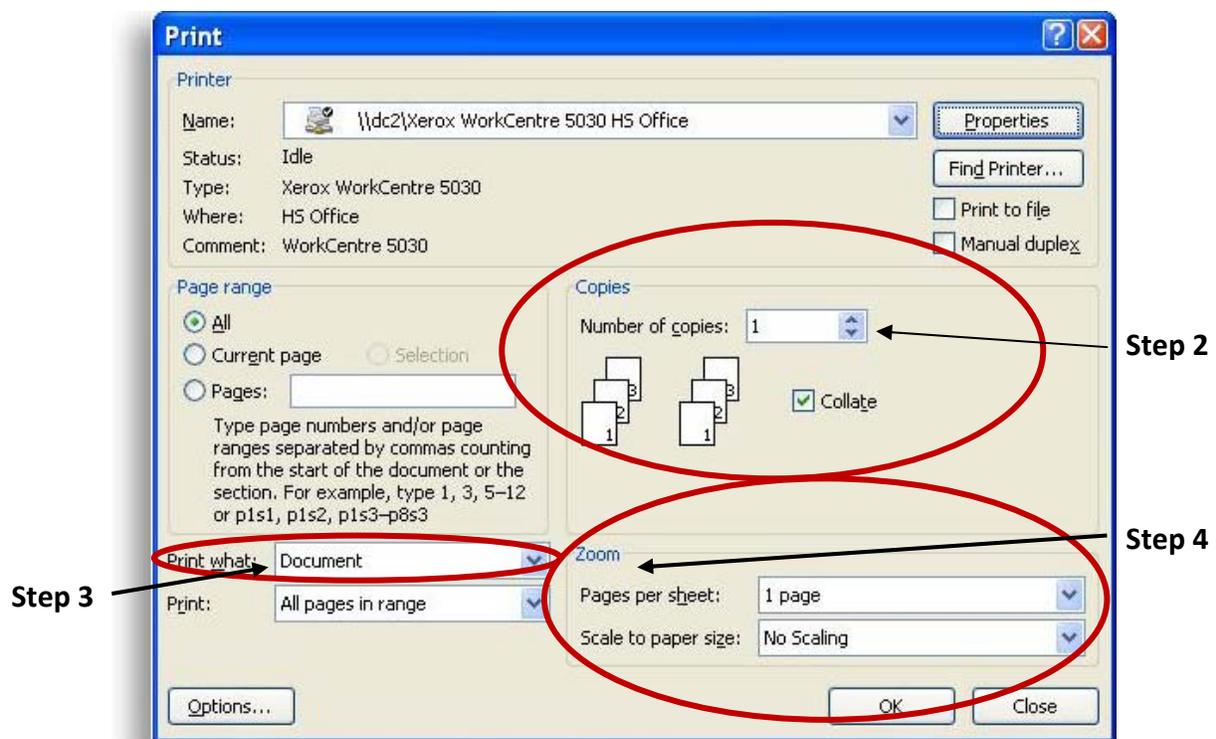


Figure 11

- **Step 5:** In the Print dialog box, when you are finished checking your settings and you are ready to send your document to the Xerox printer, click the **OK**. (See **Figure 12** below).

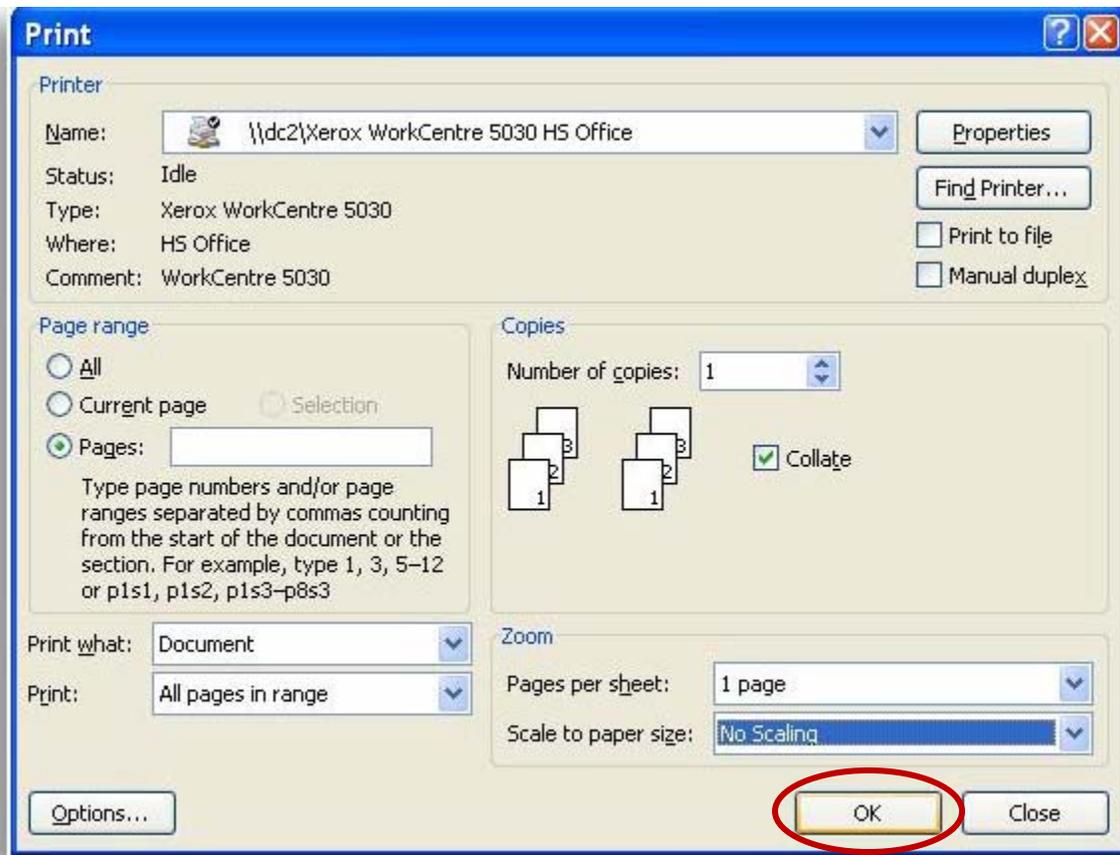


Figure 12

You have now completed this manual on Xerox Printing Options.

End