

5 Printing

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Basic Printing

This section includes:

- "Overview of Basic Steps" on page 5-2
- "Factors Affecting Printing Performance" on page 5-2

Overview of Basic Steps

Follow these steps to print jobs:

1. Load paper in the tray. For information about loading trays, see the [Loading Media](#) chapter of this guide, or go to [Getting Started/Loading Media](#) on the *User Documentation CD-ROM*.
2. If prompted by the control panel, either confirm the paper type and size or change it as required.
3. From the application, access the **Print** dialog box.
4. If desired, select printing options in the printer driver.
 - For information about accessing and using the driver, see "Obtaining the Printer Driver" on page 5-6.
 - For information about specifying print options, see "Adjusting Printing Options" on page 5-6.
5. Send the job to the printer from the application's **Print** dialog box.

Factors Affecting Printing Performance

Many factors affect a print job. They include the print speed (stated in number of pages per minute), the media used, download time, and system processing time.

The computer download time and system processing time are affected by several factors including:

- System memory
- Connection type (network or USB)
- Network operating system
- System configuration
- File size and type of graphics
- Computer speed

Note

Additional system memory (RAM) may improve overall printer functions, but will not increase the pages per minute (ppm) ability of the system.

Print Fonts

This section includes:

- "Types of Fonts" on page 5-3
- "Viewing a List of System Fonts Available for Printing" on page 5-3
- "Printing a List of System Fonts" on page 5-4
- "Downloading Fonts" on page 5-5

Types of Fonts

Your system uses the following types of fonts for printing:

- Printer-resident PostScript and PCL fonts, which are always available for printing
- Fonts downloaded into system memory
- Fonts downloaded with your print job from the application

Adobe Type Manager (ATM) software enables your computer to display these fonts on your computer screen as they will appear in your prints.

If you do not have ATM on your computer:

1. Install ATM from the *WorkCentre C2424 Software CD-ROM*.
2. Install the system's screen fonts for your computer from the ATM folder.

Viewing a List of System Fonts Available for Printing

To view a list of available PCL or PostScript fonts, use CentreWare IS:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Properties** button.
4. Click the **Web Server** folder on the left sidebar, then click **Font Files**.

Printing a List of System Fonts

To print a list of available PostScript or PCL fonts, use:

- The control panel
- CentreWare IS
- The printer driver

Using the Control Panel

To print either a PCL font list or a PostScript font list and samples from the control panel:

1. Press the **System Setup** button.
2. In the menu, select **Information**, then press the **Enter** button.
3. Select **Information Pages**, then press the **Enter** button.
4. Select either **PCL Font List** or **PostScript Font List**, then press the **Enter** button to print.

Using CentreWare IS

To print either a PostScript or PCL font list from CentreWare IS:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Print** button.
4. Select the appropriate **Font List**.
5. Click the **Print** button.

Using a Windows Printer Driver

To print either a PostScript or PCL font list from your printer driver:

1. Select **Start**, select **Settings**, then select **Printers**.
2. Right-click the **WorkCentre C2424** system, then select **Properties**.
3. Select the **Troubleshooting** tab.
4. In the Printer **Information Pages** drop-down list, select **PostScript Font List** or **PCL Font List**.
5. Click the **Print** button.

Downloading Fonts

To supplement the resident fonts (which are always available for printing), downloadable fonts can be sent from your computer and stored in the system's memory or on the system's hard drive.

Note

If you turn the system off, the fonts you download to memory are deleted. You must download them again when you turn the system on.

Before printing, verify that the fonts specified in your document are installed in the system or are set up to download correctly. If your document has a font not currently in your system, or downloaded with your print job, a different font will be used.

The system accepts the following downloadable fonts for printing:

- PCL
- Type 1
- Type 3
- TrueType (scalable to any point size; looks the same on-screen and printed).

Downloading Fonts from the CentreWare Font Management Utility

The CentreWare Font Management Utility (FMU) is a Windows and Macintosh application that helps manage fonts, macros and forms on a printer's hard drive. Downloading fonts to a printer can improve printing performance and reduce network traffic. You can list, print, delete, and download PostScript and PCL fonts using the Font Management Utility.

To download the Font Management Utility, go to www.xerox.com/office/drivers and use the Key word search **FMU**.

Adjusting Printing Options

This section includes:

- "Obtaining the Printer Driver" on page 5-6
- "Setting the Print Default Tray" on page 5-7
- "Selecting Printing Preferences (Windows)" on page 5-8
- "Selecting Printing Options for an Individual Job (Windows)" on page 5-8
- "Selecting Printing Options for an Individual Job (Macintosh)" on page 5-10

For information about special printing options, see "Advanced Options" on page 5-52.

Obtaining the Printer Driver

To access special printing options, use a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

Printer Driver	Source*	Description
Windows PostScript Driver	CD-ROM and Web	The PostScript driver is recommended to take full advantage of your system's custom features and genuine Adobe® PostScript®. (Default printer driver)
PCL Driver	Web only	The Printer Command Language driver can be used for applications requiring PCL. Note For Windows 2000 and Windows XP only.
Xerox Walk-Up Printing Driver (Windows)	Web only	This driver enables printing from a PC to any Xerox PostScript-enabled printer. This is especially helpful for mobile professionals who travel to multiple locations and need to print to different printers.
Macintosh OS Driver	CD-ROM and Web	This driver enables printing from a Macintosh OS 9.x or OS X (version 10.1 and higher).
UNIX Driver (Linux, Solaris)	Web only	This driver enables printing from a UNIX operating system.

Find certain drivers on the *WorkCentre C2424 Software CD-ROM* that came with your system. All of these printer drivers can be found on the web at www.xerox.com/office/drivers.

Setting the Print Default Tray

To select the default tray for printing, use either:

- The control panel
- CentreWare IS

Note

The printer driver overrides the control panel and CentreWare IS settings.

Using the Control Panel

To select the default tray for printing:

1. On the control panel, press the **System Setup** button.
2. In the menu, select **Job Defaults Setup**, then press the **Enter** button.
3. Select **Print Defaults Setup**, then press the **Enter** button.
4. Select **Paper Handling Setup**, then press the **Enter** button.
5. Select **Paper Source**, then press the **Enter** button.
6. Scroll to the desired tray or **Auto Select**.
7. Press the **Enter** button to save the changes.

Using CentreWare IS

To select the default tray for printing:

1. Launch your web browser.
2. Enter your system's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click **Properties**.
4. Click the **General** folder on the left sidebar, then click **Printer Defaults**.
5. Scroll to **Print Mode Settings**, then select the tray from the **Paper Source** drop-down list.
6. Click **Save Changes** at the bottom of the screen.

Selecting Printing Preferences (Windows)

Printer preferences control all of your jobs, unless you overwrite them specifically for your job. For example, if you want to use automatic 2-sided printing for most jobs, set this option in printer settings.

1. Click **Start**, select **Settings**, then click **Printers**.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the popup menu, select **Printer Preferences** or **Properties**.
4. Make selections from the driver tabs. See the “Printing Options for Windows Operating Systems” table for specific printing options.
5. Click the **OK** button to save your selections.

Note

For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Printing Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use **High-Resolution/Photo** print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select the WorkCentre C2424 Copier-Printer for use and click its **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.
4. Click the **OK** button to save your selections.
5. Print the job.

Note

For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows 2000, Windows XP, or Windows Server 2003	Layout tab	<ul style="list-style-type: none"> ■ Orientation ■ 2-sided printing ■ Pages per sheet
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper type, size, and tray selection ■ Cover pages ■ Print quality
	Output Options tab	<ul style="list-style-type: none"> ■ Separation pages ■ Secure prints, proof prints, and saved prints ■ End of job notification
	TekColor tab	<ul style="list-style-type: none"> ■ Color corrections ■ Black & white conversion
Windows NT	Page Setup tab	<ul style="list-style-type: none"> ■ Orientation ■ 2-sided printing
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper type, size, and tray selection ■ Cover pages ■ Print quality
	Output Options tab	<ul style="list-style-type: none"> ■ Separation pages ■ Secure prints, proof prints, and saved prints
	TekColor tab	<ul style="list-style-type: none"> ■ Color corrections ■ Black & white conversion
Windows 98 or Windows Me	Setup tab	<ul style="list-style-type: none"> ■ Paper type, size, and tray selection ■ Orientation ■ 2-sided printing ■ Print quality ■ End of job notification
	Output Options tab	<ul style="list-style-type: none"> ■ Separation pages ■ Cover pages ■ Secure prints, proof prints, and saved prints
	TekColor tab	<ul style="list-style-type: none"> ■ Color corrections ■ Black & white conversion

Selecting Printing Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

Note

In Macintosh OS X, click **Save Preset** on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** list.

3. Click **Print** to print the job.

See the following table for specific printing options. For more information, see "Advanced Options" on page 5-52.

Macintosh PostScript Driver Settings

Operating System	Driver Drop-Down Title	Printing Options
Mac OS X, version 10.1 and higher	Copies & Pages	<ul style="list-style-type: none"> ■ Copies ■ Pages
	Layout	<ul style="list-style-type: none"> ■ Pages Per Sheet ■ Layout Direction ■ Border
	Output Options	<ul style="list-style-type: none"> ■ Save as File ■ Format
	Printer Features	<ul style="list-style-type: none"> ■ Separation Page Source ■ Separation Page (On/Off) ■ Feature Sets
	Image Quality	<ul style="list-style-type: none"> ■ Print Quality
	Error Handling	<ul style="list-style-type: none"> ■ PostScript Errors ■ Tray Switching
	Paper Feed	<ul style="list-style-type: none"> ■ All pages from ■ First page from ■ Remaining from
	Summary	Summary of all printer driver settings

Macintosh PostScript Driver Settings (Continued)

Operating System	Driver Drop-Down Title	Printing Options
Mac OS 9.x	General	<ul style="list-style-type: none"> ■ Copies ■ Pages ■ Paper Source
	Background Printing	<ul style="list-style-type: none"> ■ Print in ■ Print Time
	Color Matching	<ul style="list-style-type: none"> ■ Print Color ■ Intent ■ Printer Profile
	Cover Page	<ul style="list-style-type: none"> ■ Print Cover Page ■ Cover Page Paper Source
	Font Settings	<ul style="list-style-type: none"> ■ Font Documentation ■ Font Downloading
	Job Logging	<ul style="list-style-type: none"> ■ If there is a PostScript error ■ Job Documentation ■ Job Documentation Folder
	Layout	<ul style="list-style-type: none"> ■ Pages per Sheet ■ Border ■ Print on Both Sides
	Save as File	<ul style="list-style-type: none"> ■ Format ■ PostScript Level ■ Data Format ■ Font Inclusion
	Print Quality	<ul style="list-style-type: none"> ■ 600 x 600 dpi ■ True 1200 x 1200 dpi ■ Image Smoothing
	Job Type	<ul style="list-style-type: none"> ■ Normal ■ Proof Print ■ Saved Print ■ Secure Print
	Advanced Options 1	<ul style="list-style-type: none"> ■ Paper Destination ■ Paper Types ■ Offset Collated Sets ■ Edge-to-Edge Printing ■ Media Mismatch Policy ■ Separation Page Source ■ Separation Page
	Advanced Options 2	<ul style="list-style-type: none"> ■ Last Page Paper Source ■ Draft Mode

Automatic 2-Sided Printing

This section includes:

- "Guidelines" on page 5-12
- "Binding Edge" on page 5-12
- "Overview of Steps for 2-Sided Printing" on page 5-13
- "Selecting 2-Sided Printing in the Driver" on page 5-13

Guidelines

Before printing a 2-sided document, verify that you are using paper that meets the following requirements:

Type/Size/Weight	Tray
Plain paper Letter, A4, Legal, Executive, A5, Statement, US Folio, B5 ISO, B5 JIS 60–120 g/m ² (16–32 lb. Bond) (22–45 lb. Cover)	All Trays
Xerox Phaser Postcards Xerox Phaser Trifold Brochures Xerox Phaser Professional Solid Ink Glossy Paper	All Trays
Custom size paper Width: 140–216 mm (5.5–8.5 in.) and Height: 210–356 mm (8.3–14.0 in.) 60–120 g/m ² (16–32 lb. Bond) (22–45 lb. Cover)	Tray 1

Binding Edge

When you use the printer driver to select 2-sided printing, also select the binding edge, which determines how the pages turn. The actual outcome depends on the orientation (portrait or landscape) of images on the page, as shown in the following table.

Portrait
Bind on Side Edge
Flip on Long Edge



Portrait
Bind on Top Edge
Flip on Short Edge



Landscape
Bind on Side Edge
Flip on Short Edge



Landscape
Bind on Top Edge
Flip on Long Edge



Overview of Steps for 2-Sided Printing

To select automatic 2-sided printing:

1. Insert paper into the tray. For more information, see the [Loading Media](#) chapter of this guide, or go to [Getting Started/Loading Media](#) on the *User Documentation CD-ROM*.
 - **Tray 1:** Insert side one **faceup** with the **bottom** of the page against the rollers.
 - **Trays 2, 3, or 4:** Insert side one **facedown** with the **top** of the page toward the **back** of the tray.
2. In the printer driver, select 2-sided printing. The location of the selections depends on your computer's operating system.
3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Selecting 2-Sided Printing in the Driver

To select automatic 2-sided printing in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Setup** tab under **Page Layout**, select **Print on 2 Sides**. If desired, you can also select **Bind on Top Edge**.
- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**

On the **Layout** tab under **Print on Both Sides (Duplex)**, select either **Flip on Long Edge** or **Flip on Short Edge** depending on the binding edge you want for the output.
- **Windows NT PostScript driver:**

On the **Page Setup** tab under **Print on Both Sides (Duplex Printing)**, select either **Flip on Long Edge** or **Flip on Short Edge** depending on the binding edge you want for the output.
- **Mac OS 9 driver:**

In the **Print** dialog box, select **Layout** from the drop-down list, select **Print on Both Sides**, then click the **Binding** icon that matches the edge to bind.
- **Mac OS X (version 10.1 and higher) driver:**

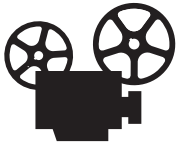
In the **Print** dialog box, select **Duplex** from the drop-down list, select **Print on Both Sides**, then click the **Binding** icon that matches the edge to bind.

Transparencies

This section includes:

- "Guidelines" on page 5-14
- "Printing Transparencies from Tray 1" on page 5-15
- "Printing Transparencies from Tray 2, 3, or 4" on page 5-16

Transparencies can be printed from any tray. They should be printed on one side only.



Videos are available with instructions for printing transparencies. Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/c2424support.

For best results, use only Xerox transparencies specified for your WorkCentre C2424 Copier-Printer.

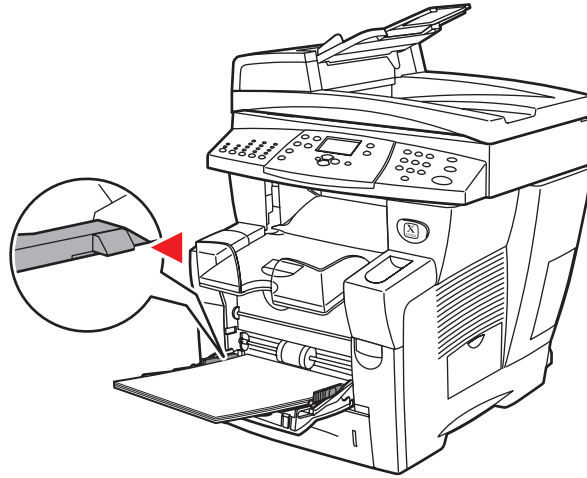
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

- Remove all paper before loading transparencies in the tray.
- Do not load transparencies above the fill line; it may cause the system to jam.
- Handle transparencies by the edges using both hands to avoid fingerprints and creases, which can cause poor print quality.
- Be sure to change the paper type to **Transparencies** on the control panel.
- Do not use transparencies with stripes on the side.

Printing Transparencies from Tray 1

1. Insert transparencies into Tray 1.

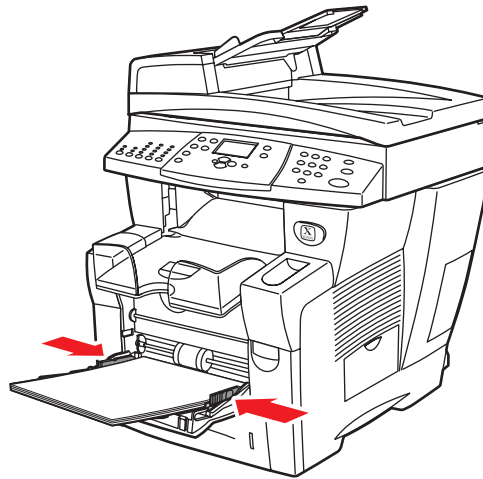


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Note

Do not load transparencies above the fill line.

2. Adjust the paper guides to fit against the transparencies.

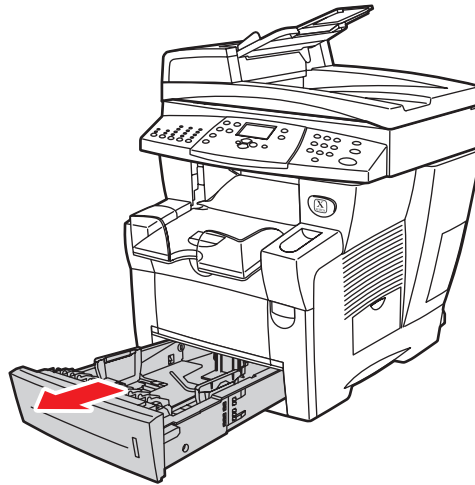


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3. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the size of the transparencies, then press the **Enter** button.
 - c. Select **Transparency** for paper type, then press the **Enter** button to save your selection.
4. In the printer driver, select either **Transparency** as the paper type or **Tray 1** as the paper source.

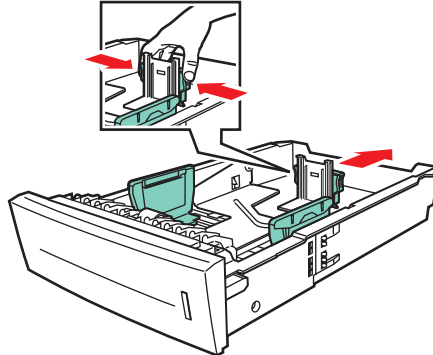
Printing Transparencies from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-00

2. Adjust the width and length paper guides to match the size of the transparencies.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate transparency size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate transparency size and the guides click into place.

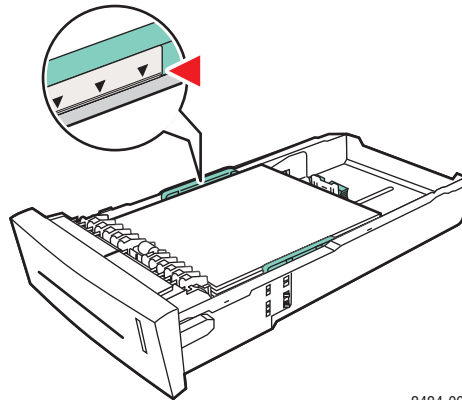


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Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert transparencies into the tray.

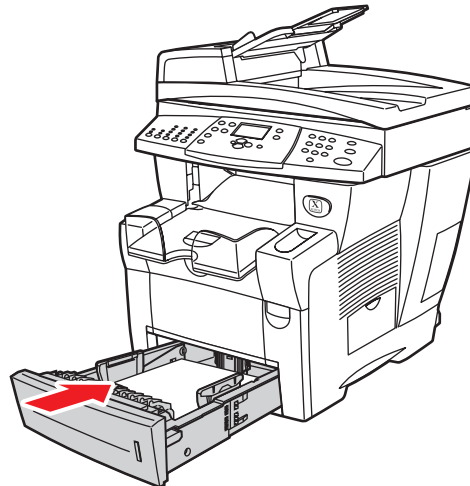


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Note

Do not load transparencies above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



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5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Transparency**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select either **Transparency** as the paper type or the appropriate tray as the paper source.

Envelopes

This section includes:

- "Guidelines" on page 5-18
- "Printing Envelopes from Tray 1" on page 5-20
- "Printing Envelopes from Tray 2, 3, or 4" on page 5-21



Videos are available with instructions for loading envelopes. Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/c2424support.

Guidelines

These envelopes can be printed from any tray:

- #10 Commercial (4.12 x 9.5 in.)
- DL (110 x 220 mm)
- C5 (162 x 229 mm)

These envelopes must be printed from Tray 1:

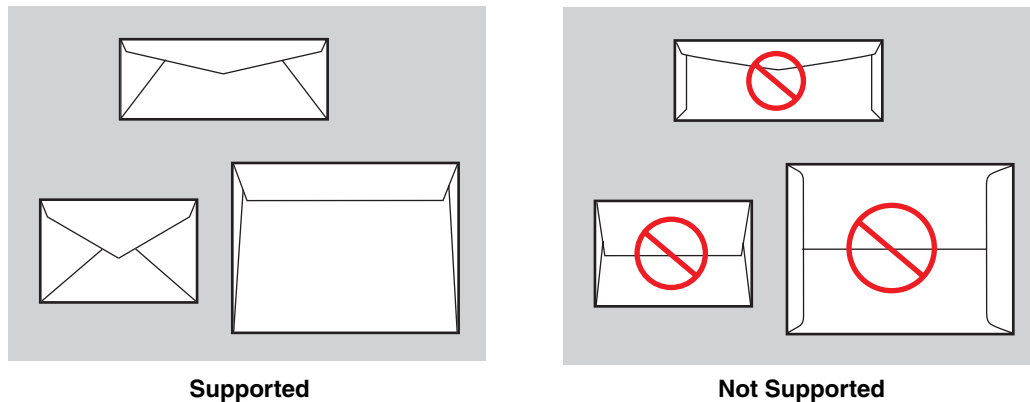
- #5 ½ Baronial (4.375 x 5.75 in.)
- #6 ¾ Commercial (3.625 x 6.5 in.)
- Monarch (3.87 x 7.5 in.)
- #6 ½ Booklet (6 x 9 in.)
- Lee (5.25 x 7.25 in.)

Successful envelope printing is highly dependent on the quality and construction of the envelopes. Follow these guidelines when printing envelopes:

- All envelopes should be printed single-sided only.
- Use only paper envelopes.
- Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- Some wrinkling and embossing may occur when printing envelopes.

Note

Envelopes with side seams, end-flaps, or with flat, announcement style flaps may jam.



Storing Envelopes

- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.

Preparing to Print

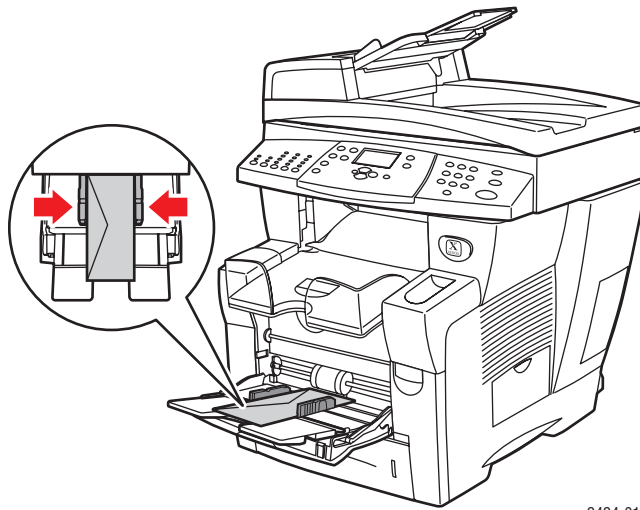
- All envelopes should be printed single-sided only.
- Remove air “bubbles” from the envelopes before loading by setting a heavy book on top of the envelopes.

If ink is missing around the envelope seams:

- Move the location of the text to another place on the envelope.
- Use a different envelope style.
- Use lighter weight envelopes.

Printing Envelopes from Tray 1

1. Insert envelopes into Tray 1 as follows:



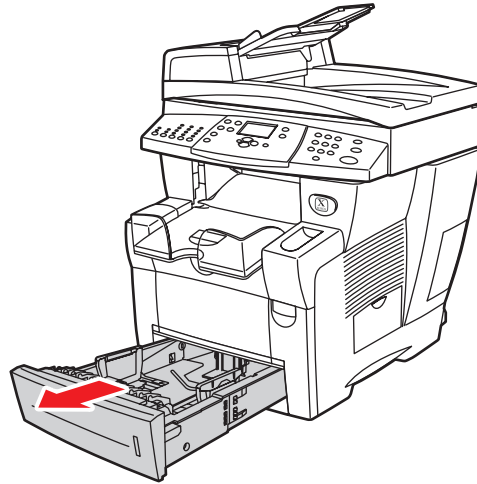
2424-010

Insert the envelopes with the **flap side up** and the **flap** of the envelopes toward the left of the system.

2. Adjust the paper guides to fit against the envelopes.
3. At the control panel:
 - a. If the type of envelope is not correct, select **Change**, then press the **Enter** button.
 - b. Select the envelope size, then press the **Enter** button.
 - c. Select **Plain Paper** for paper type, then press the **Enter** button to save your selection.
4. In the printer driver, select **Tray 1** as the paper source.

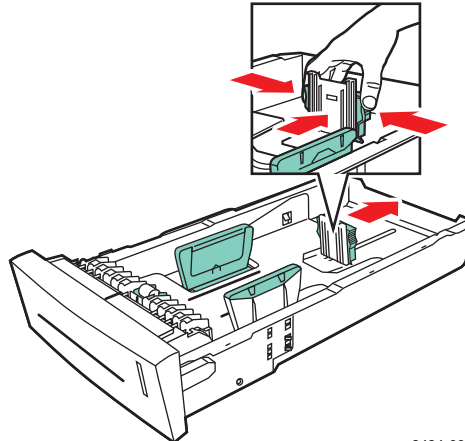
Printing Envelopes from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. Adjust the paper guides to match the size of the envelopes.
 - Press the sides of the length guide and slide the guide until the arrow on the guide matches the appropriate envelope size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate envelope size and the guides click into place.

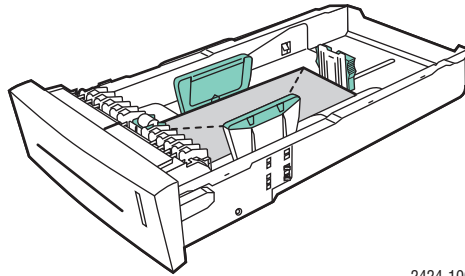


2424-099

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

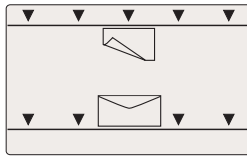
3. Insert the envelopes into the tray, **flap side down** with the **flap** of the envelope toward the **left** of the printer.



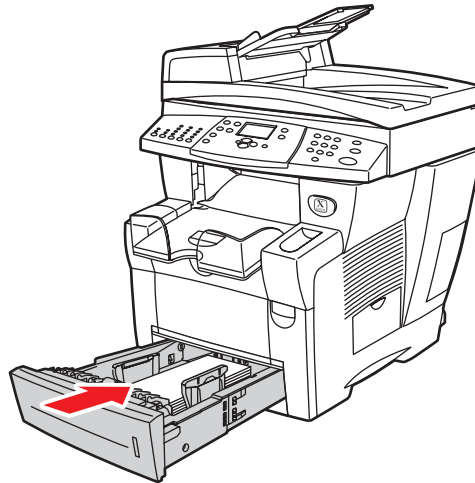
2424-100

Note

There are separate fill lines inside the tray for envelopes and other media. Do not load envelopes above the envelope fill line. Overloading the tray may cause jams.



4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-101

5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Plain Paper**, then press the **Enter**.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select the appropriate tray as the paper source.

Labels, Business Cards, and Index Cards

This section includes:

- "Guidelines" on page 5-18
- "Printing Labels from Tray 1" on page 5-24
- "Printing Labels from Tray 2, 3, or 4" on page 5-25
- "Printing Business Cards or Index Cards from Tray 1" on page 5-27

For best results, use only Xerox printing labels or business cards specified for your WorkCentre C2424 Copier-Printer.

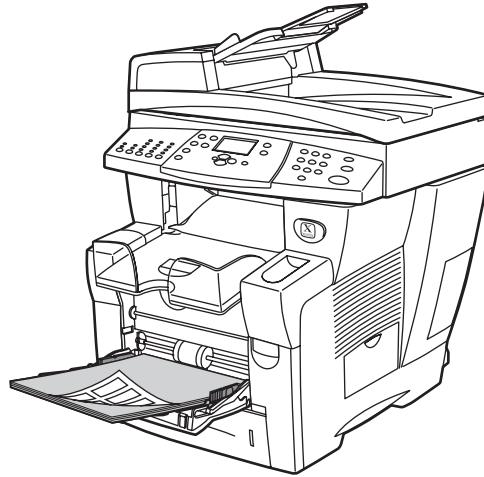
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

- Business cards can be printed from Tray 1. They should be printed on one side only.
- Index cards (3 in. x 5 in.) can be printed from Tray 1 only. They should be printed on one side only.
- Labels can be printed from any tray. They should be printed on one side only.
- Do not use vinyl labels.
- Do not use any labels, cards, or inserts on a sheet where items are missing; it may damage printer components.
- Do not print CD labels.
- Store unused labels and cards in their original packaging. Leave the product inside the original packaging until ready to use. Return any unused product to the original packaging and reseal it for protection.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels and cards to curl and jam the printer.

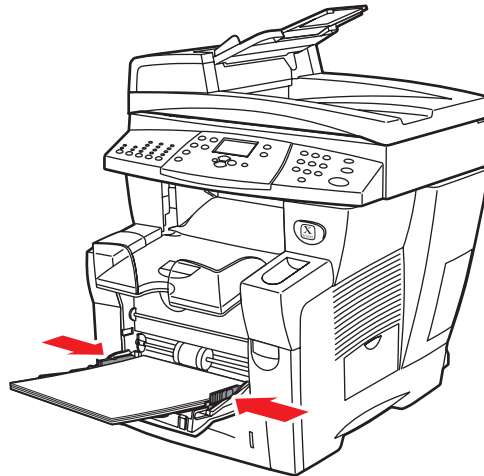
Printing Labels from Tray 1

1. Insert the labels into the tray with the side to be printed **facedown** with the **top** of the page against the rollers.



2424-102

2. Adjust the paper guides to fit against the labels.

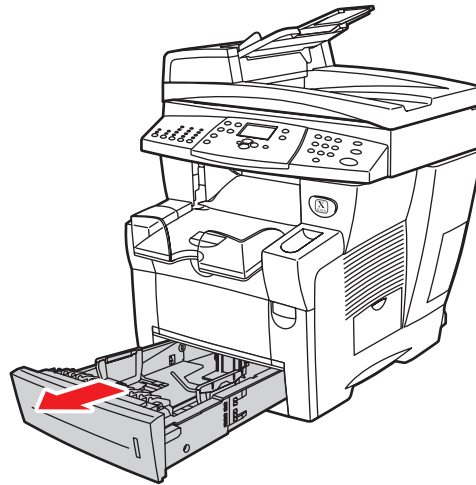


2424-041

3. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Labels** for paper type, then press the **Enter** button to save your selection.
4. In the printer driver, select either **Labels** as the paper type or **Tray 1** as the paper source.

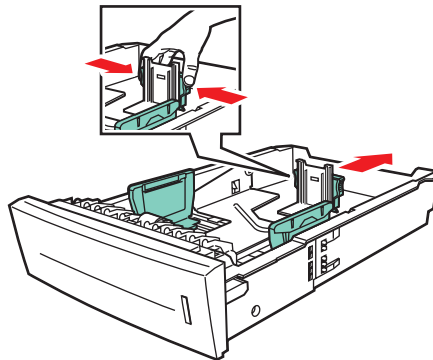
Printing Labels from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

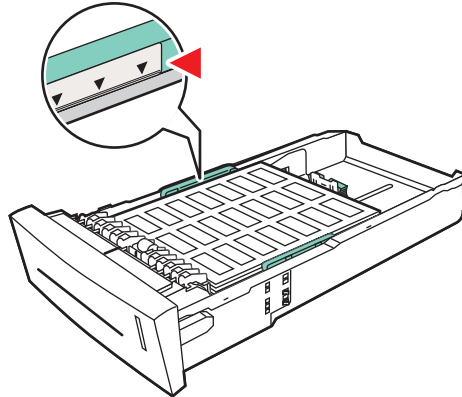


2424-094

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the labels into the tray with the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.

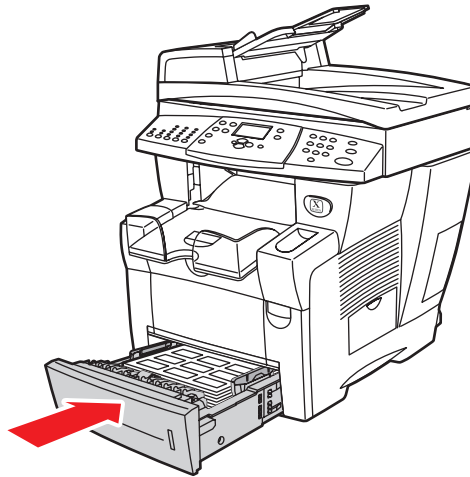


2424-103

Note

Do not load labels above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-104

5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3 or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Labels**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select either **Labels** as the paper type or the appropriate tray as the paper source.

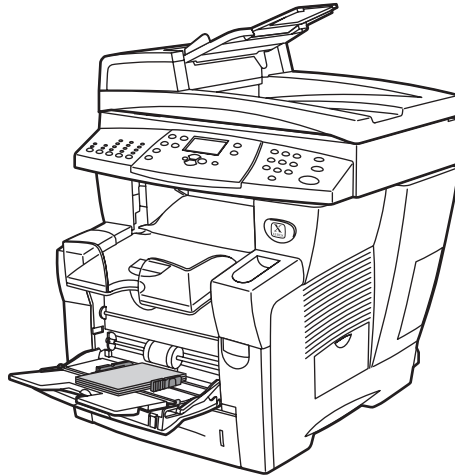
Printing Business Cards or Index Cards from Tray 1

1. Insert the cards into the tray with the side to printed **facedown** with the **top** of page against the rollers.

Caution

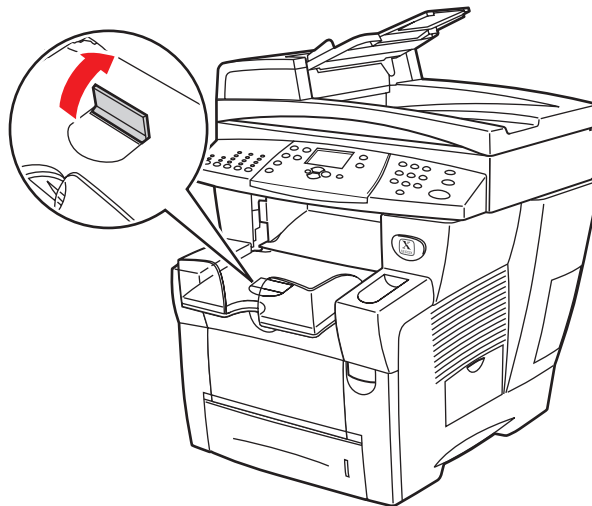
Insert a maximum of 25 business card sheets. Inserting more than 25 sheets may cause jams.

2. Adjust the paper guides to fit against the business or index cards.



2424-179

3. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the appropriate paper size, then press the **Enter** button.
 - c. Select **Plain Paper** for the paper type, then press **Enter** to save your selection.
4. If you are printing index cards, flip up the paper stop in the output tray.



2424-186

5. In the printer driver, select **Tray 1** as the paper source.

Specialty Paper

This section includes:

- "Photo Paper" on page 5-28
- "Postcards and Trifold Brochures" on page 5-32
- "Weatherproof Paper" on page 5-36
- "Glossy Paper" on page 5-40
- "Carbonless Paper" on page 5-43

Photo Paper

For best results, use only Xerox Professional Solid Ink Photo Paper specified for your WorkCentre C2424 Copier-Printer.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

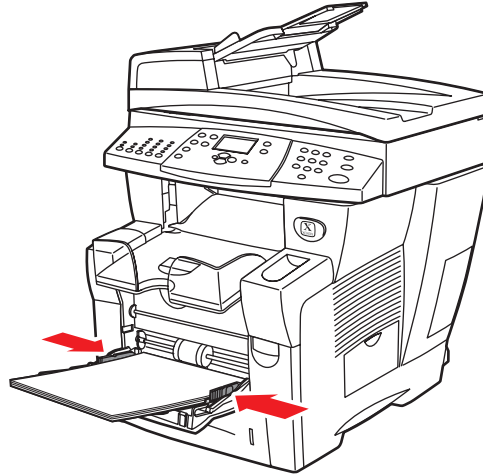
Guidelines

- You can use any tray when printing on Xerox Professional Solid Ink Photo Paper.
- Only print on the glossy side of the paper.
- Do not open sealed packages of photo paper until you are ready to load them into the printer.
- Load only the amount of paper you are planning to use. Reinsert unused paper in the original wrapper and seal. Rotate paper stock frequently.
- For best results, select the **High-Resolution/Photo** print-quality mode in the printer driver.

For more information, see "Selecting Print-Quality Modes" on page 5-53.

Printing Xerox Professional Solid Ink Photo Paper from Tray 1

1. Insert the paper into the tray with the side to be printed (the glossy side) **facedown** with the **top** of the page against the rollers.
2. Adjust the paper guides to fit against the paper.

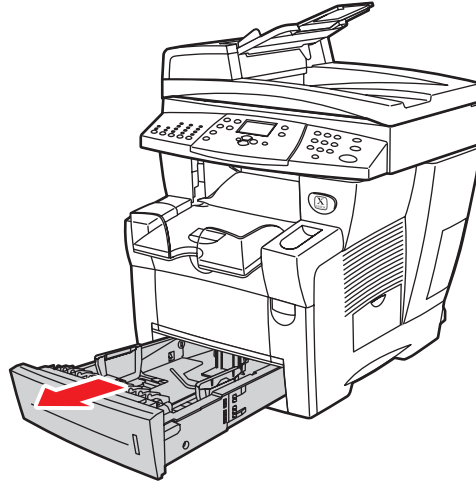


2424-041

3. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Special** for paper type, then press the **Enter** button to save your selection.
4. In the printer driver:
 - a. Select the **High-Resolution/Photo** print-quality mode.
 - b. Select **Tray 1** as the paper source.

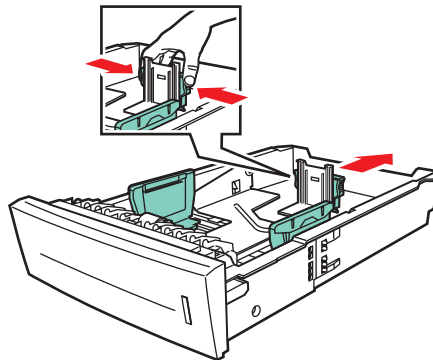
Printing Xerox Professional Solid Ink Photo Paper from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

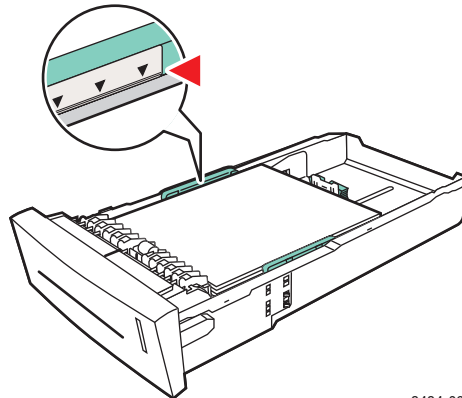


2424-094

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the paper into the tray, with the side to be printed (the glossy side) **faceup** with the **top** of the page toward the **front** of the tray.

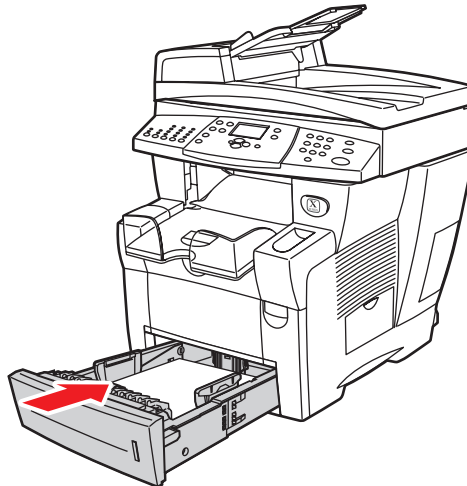


2424-097

Note

Do not load paper above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-004

5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3 or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Special**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver:
 - a. Select the **High-Resolution/Photo** print-quality mode.
 - b. Select the appropriate tray as the paper source.

Postcards and Trifold Brochures

Xerox Phaser Postcards and Trifold Brochures can be printed from any tray. Both postcards and trifold brochures can be printed on two sides.

For best results, use only postcards and trifold brochures specified for your WorkCentre C2424 Copier-Printer.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

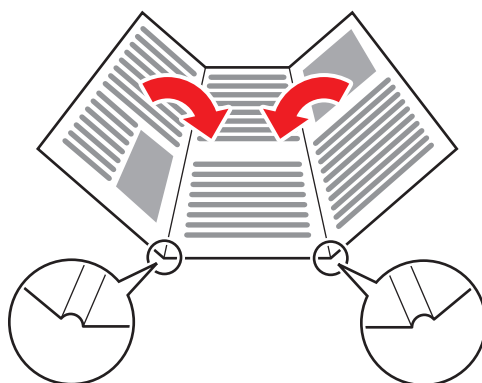
Templates for postcards and trifold brochures are available on the Xerox web site at www.colorconnection.xerox.com.

Guidelines

- Store postcards and trifold brochures in their original packaging.
- Do not store postcards and trifold brochures in extremely dry or humid conditions or extremely hot or cold conditions. Storing postcards and trifold brochures in extreme conditions may cause them to jam in the printer or cause print quality problems.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause the postcards and trifold brochures to curl and jam the printer.

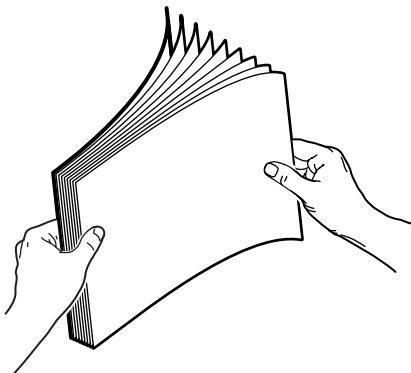
Note

Do not print on the indented or raised scores on the trifold brochures. After printing, fold the brochures over the raised scores.

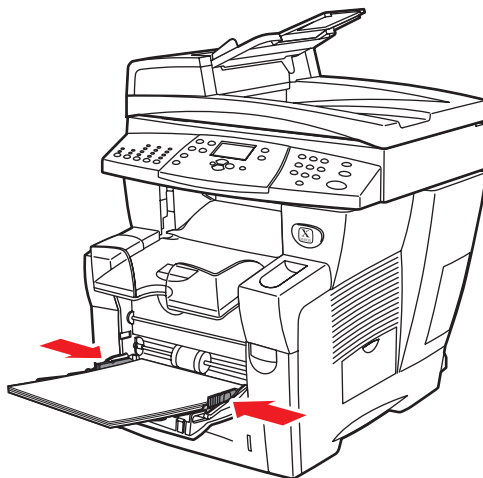


Printing Postcards and Trifold Brochures from Tray 1

1. Fan the postcards or trifold brochures to release sheets that may be stuck together.



2. Insert a maximum of 50 sheets of either postcards or trifold brochures into Tray 1 as follows:
 - **Single-sided printing:** Insert the side to be printed **facedown** with the **top** of page against the roller.
 - **2-sided printing:** Insert side one **faceup** with the **bottom** of the page against the roller.
3. Adjust the paper guides to fit against the paper.

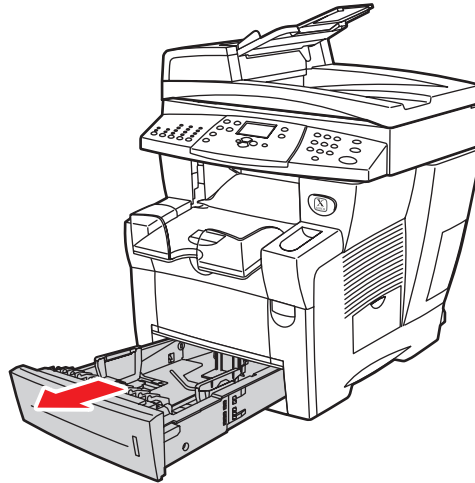


2424-041

4. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Card Stock** for paper type, then press the **Enter** button to save your selection.
5. In the printer driver, select either **Card Stock** as the paper type or **Tray 1** as the paper source.

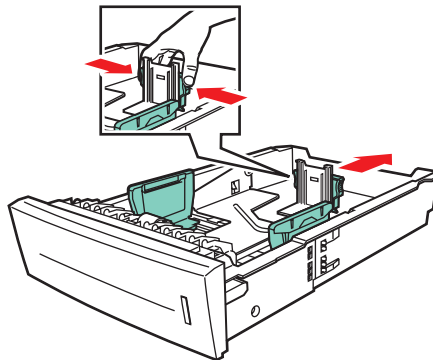
Printing Postcards and Trifold Brochures from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

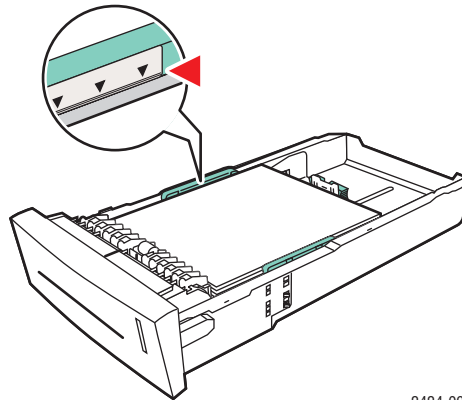


2424-094

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the postcards or trifold brochures into the tray as follows:
 - **Single-sided printing:** Insert the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.
 - **2-sided printing:** Insert side one **facedown** with the **top** of the page toward the **back** of the tray.

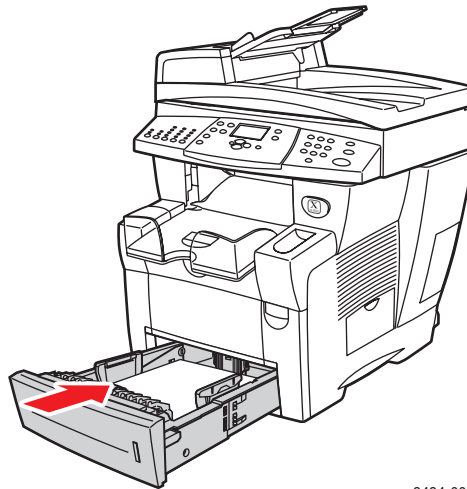


2424-097

Note

Do not load postcards or brochures above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-004

5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Card Stock**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select either **Card Stock** as the paper type or the appropriate tray as the paper source.

Weatherproof Paper

Weatherproof paper can be printed from any tray. You can load paper to the fill line in the tray, however, the printer has better feed reliability if you load fewer sheets in the tray.

For best results, use only Xerox Phaser Weatherproof Paper specified for your WorkCentre C2424 Copier-Printer.

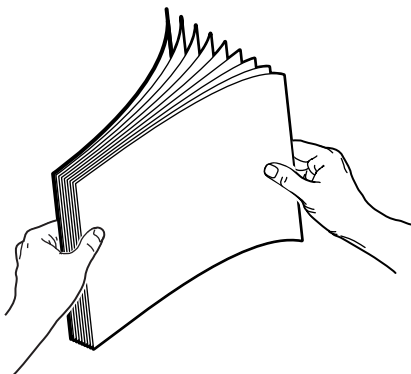
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

- Store weatherproof paper flat in the original packaging.
- Leave the weatherproof paper in its original packaging until you are ready to use it.
- Do not store weatherproof paper in extremely dry or humid conditions or extremely hot or cold conditions. Storing weatherproof paper in extreme conditions may cause it to jam in the system or cause print quality problems.
- Remove the weatherproof paper from the packaging and allow it to acclimate to the room temperature and humidity prior to printing.
- Do not leave the paper in the system when you are finished printing. This may cause the paper to curl and jam the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause the weatherproof paper to curl and jam the printer.

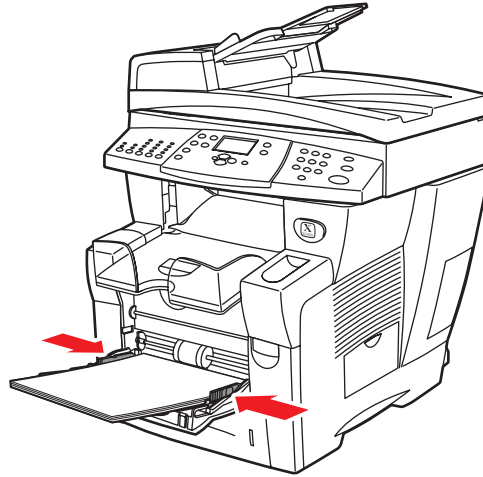
Printing Weatherproof Paper from Tray 1

1. Fan the weatherproof paper to release sheets that may be stuck together.



2. Insert the paper into Tray 1 as follows:
 - **Single-sided printing:** Insert the side to be printed **facedown** with the **top** of page against the roller.
 - **2-sided printing:** Insert side one **faceup** with the **bottom** of the page against the roller.

3. Adjust the paper guides to fit against the paper.

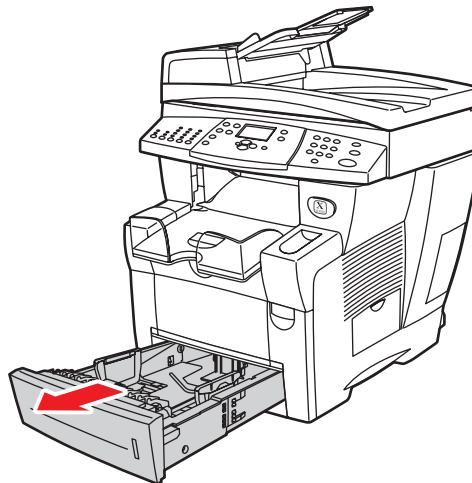


2424-041

4. At the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Plain Paper** for paper type, then press the **Enter** button to save your selection.
5. In the printer driver, select **Tray 1** as the paper source.

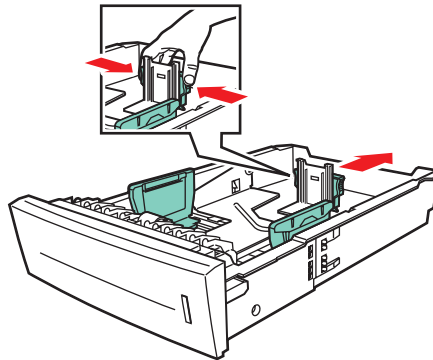
Printing Weatherproof Paper from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

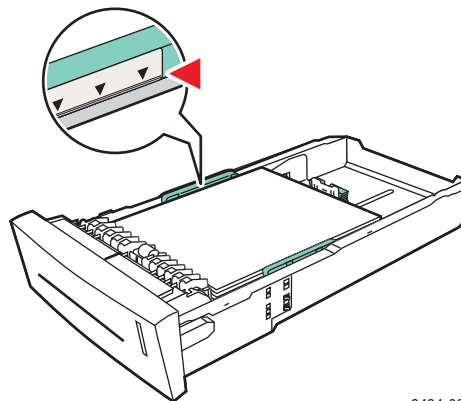


2424-094

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the paper into the tray.
 - **Single-sided printing:** Insert the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.
 - **2-sided printing:** Insert side one **facedown** with the **top** of the page toward the **back** of the tray.

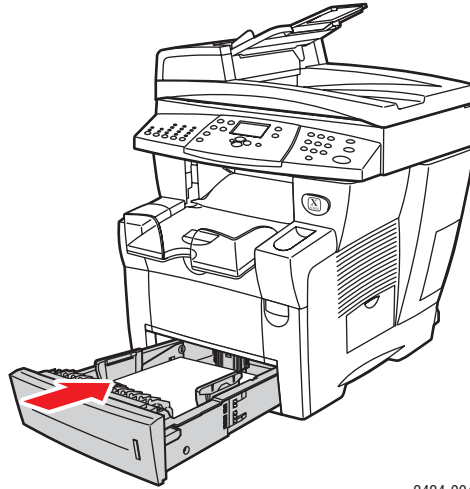


2424-097

Note

Do not load paper above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-004

5. At the control panel:
 - a. Press the **Print** button.
 - b. Select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Plain Paper**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select the appropriate tray as the paper source.

Glossy Paper

Xerox Professional Solid Ink Glossy Paper can be printed, 1- or 2-sided, from any tray.

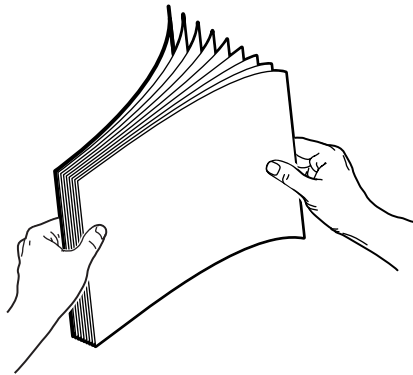
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

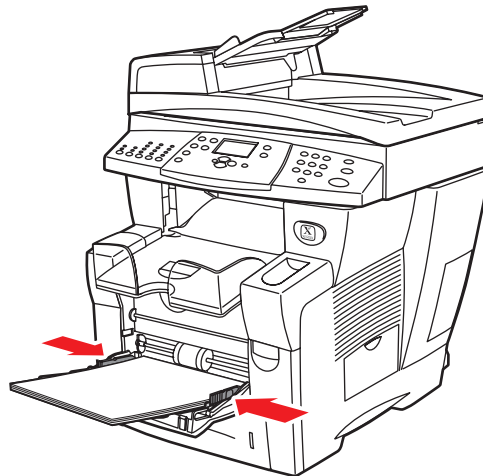
- Do not open sealed packages of glossy paper until you are ready to load them into the system.
- Leave glossy paper in the original wrapper until ready for use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of paper you re planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused paper in the original wrapper and seal.
- Rotate stock frequently.

Printing Glossy Paper from Tray 1

1. Fan the glossy paper to release sheets that may be stuck together.



2. Insert the paper into Tray 1, then adjust the paper guides to fit against the paper.

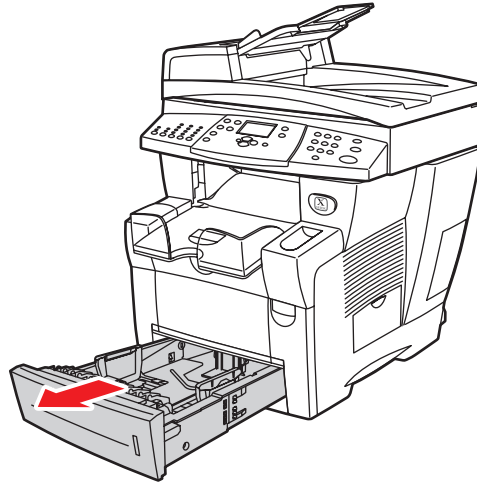


2424-041

3. On the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Special** for paper type, then press the **Enter** button to save your selection.
4. In the printer driver, select **Tray 1** as the paper source.

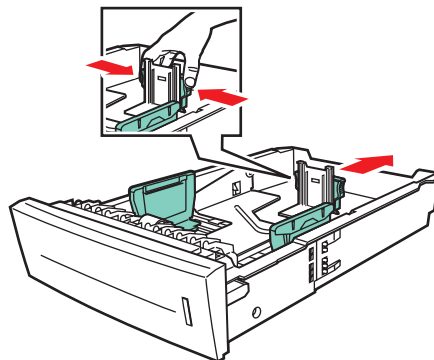
Printing Glossy Paper from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

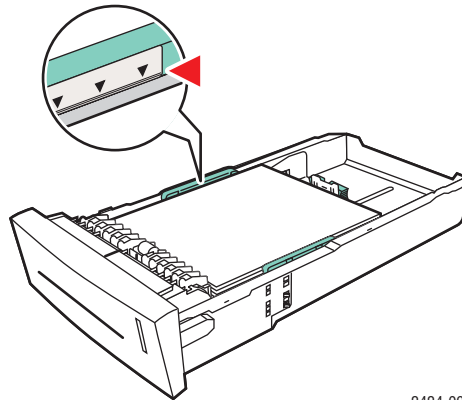


2424-094

Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the paper into the tray.

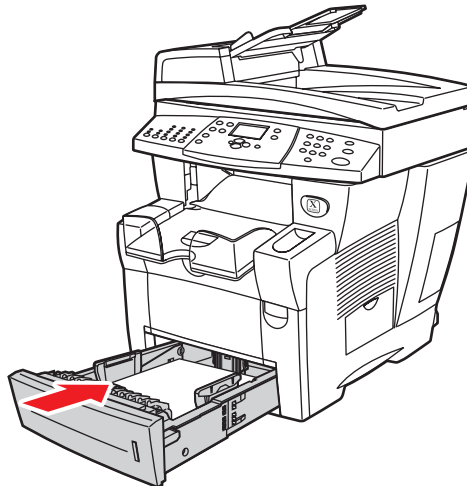


2424-097

Note

Do not load paper above the fill line inside the tray.

4. Insert the tray into the tray slot and push it completely to the back of the system.



2424-004

5. On the control panel:
 - a. Press the **Print** button.
 - b. In the menu, select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Special**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.
6. In the printer driver, select the appropriate tray as the paper source.

Carbonless Paper

Xerox Carbonless Paper reams are pre-collated into sets of two or more sheets. The first sheet of a set is white; the subsequent sheets are different colors.

- Most carbonless paper reams are straight collated, with the first sheet of a set on top.
- Reverse collated reams are stacked in the opposite order, with last sheet of a set on top.

You can print Xerox Carbonless Paper from any tray.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

- Do not open sealed packages of carbonless paper until you are ready to load them.
- Do not leave unused carbonless paper in the paper trays. Seal and store unused paper in the original wrapper.
- Xerox Carbonless Paper has an odor that differs from regular paper. This is normal and is not harmful in any way.
- Rotate stock frequently. For best results, use carbonless paper within one year from the date of purchase.
- The friction feed action of the paper tray may cause a slight scuff mark on the second or subsequent sheets.
- If you encounter a paper jam while running carbonless paper, maintain the integrity of the pre-collated sets by:
 - a. Checking the color of the last printed sheet.
 - b. Discarding sheets from the input tray so that the next sheet to print is the correct color sequence.

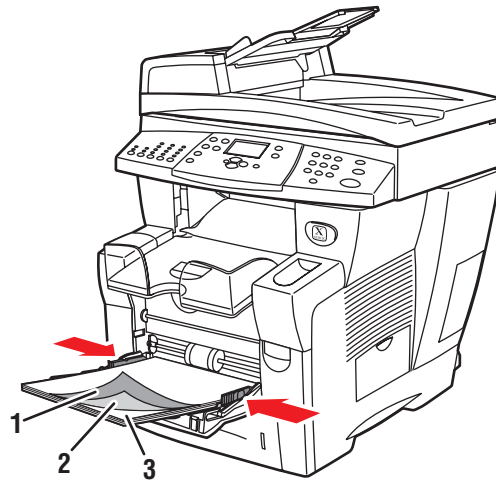
Printing Xerox Carbonless Paper from Tray 1

1. Find the label on the end of the paper ream package. The label contains an arrow pointing to the top of the ream.
2. Open the package, and select the number of sets that you want to print. A set contains a white sheet, followed by one or more colored sheets.

Note

It is important that the sheets be printed in the correct order. Do not change the order of the sheets.

3. Insert the paper into Tray 1, with the top side of the paper **facedown** in the tray.



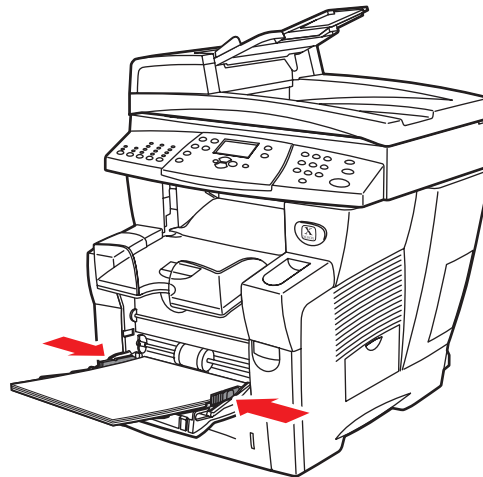
2424-184

1. Pink
2. Canary
3. White

Note

Do not load paper above the fill line inside the tray.

4. Adjust the paper guides to fit against the paper.



2424-041

5. On the control panel:
 - a. Select **Change**, then press the **Enter** button.
 - b. Select the paper size, then press the **Enter** button.
 - c. Select **Special** for paper type, then press the **Enter** button to save your selection.
6. In the printer driver, select **Tray 1** as the paper source.

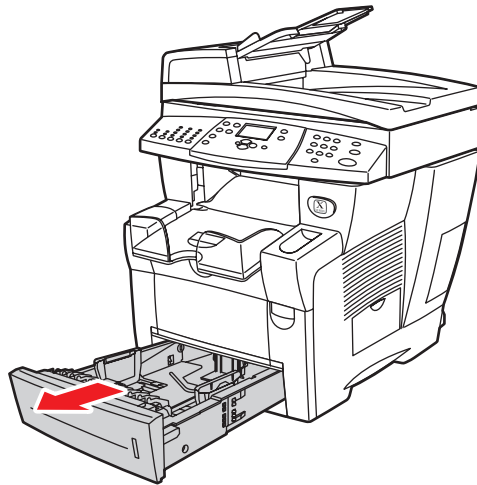
Note

Do not select **Proof Prints** during the print job. It will disturb the sequence of the pre-collated sets.

7. To ensure the carbonless paper sets are properly loaded in the tray:
 - a. Print one complete set.
 - b. Remove the set from the output tray.
 - c. Mark the top, white sheet of the printed set with a pen or a pencil.
 - If the paper is loaded correctly, the mark should appear on the printed side of the subsequent colored sheets within a few seconds.
 - If a mark does not appear, repeat Steps 1–7 to make sure the paper is loaded correctly.

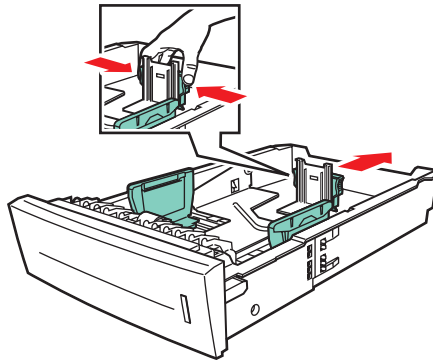
Printing Xerox Carbonless Paper from Tray 2, 3, or 4

1. Pull the tray completely out of the system.



2424-001

2. If necessary, adjust the length and side paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.



2424-094

Note

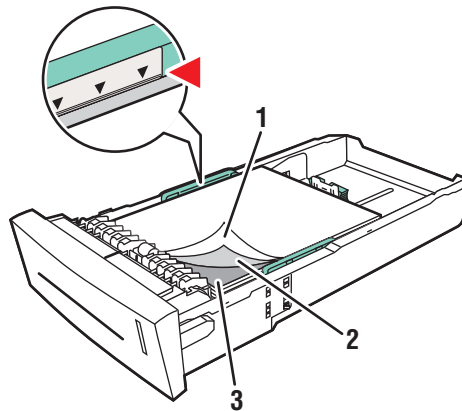
When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Find the label on the end of the paper ream package. The label contains an arrow pointing to the top of the ream. An arrow is also printed on the side of the ream.
4. Open the package, and select the number of sets that you want to print. A set contains a white sheet followed by one or more colored sheets.

Note

It is important that the sheets be printed in the correct order. Do not change the order of the sheets.

5. Insert the paper into the tray, with the top side of the paper **faceup** in the tray.



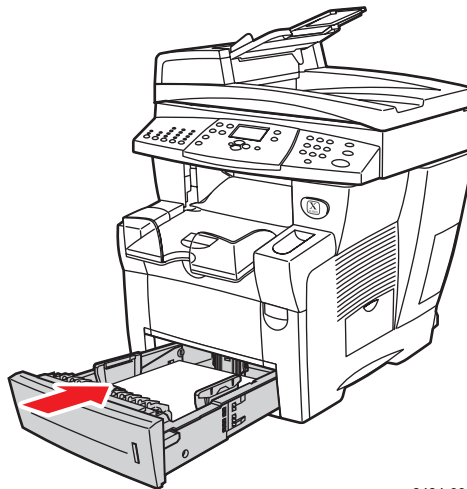
2424-185

1. White
2. Canary
3. Pink

Note

Do not load paper above the fill line inside the tray.

6. Insert the tray into the tray slot and push it completely to the back of the system.



2424-004

7. On the control panel:
 - a. Press the **Print** button.
 - b. In the menu, select **Paper Supply**, then press the **Enter** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **Enter** button.
 - d. Select **Special**, then press the **Enter** button.
 - e. Press the **Enter** button to save your selection.

8. In the printer driver, select the appropriate tray as the paper source.

Note

Do not select **Proof Prints** during the print job. It will disturb the sequence of the pre-collated sets.

9. To ensure the carbonless paper sets are properly loaded in the tray:
 - a. Print one complete set.
 - b. Remove the printed set from the output tray.
 - c. Mark the top, white sheet of the printed set with a pen or a pencil.
 - If the paper is loaded correctly, the mark should appear on the printed side of the subsequent colored sheets within a few seconds.
 - If a mark does not appear, repeat Steps 1–9 to make sure the paper is loaded correctly.

Custom Size Paper

This section includes:

- "Guidelines" on page 5-49
- "Printing Custom Size Paper from Tray 1" on page 5-50

Guidelines

In addition to the wide variety of standard paper sizes that you can use for printing, you can print on custom size paper within the following dimensions and weight ranges from Tray 1:

	Size Range For 2-Sided Printing	Size Range For 1-Sided Printing
Width	140–216 mm (5.5–8.5 in.) and	76–216 mm (3.0–8.5 in.)
Height	210–356 mm (8.3–14.0 in.)	127–356 mm (5.0–14.0 in.)
Weight	60–120 g/m ² (16–32 lb. Bond) (22–45 lb. Cover)	60–220 g/m ² (16–40 lb. Bond) (22–80 lb. Cover)

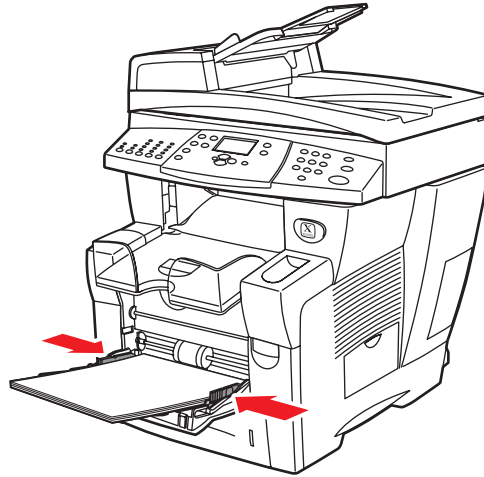
Note

The custom width can not exceed the custom height.

For more information on paper types and weights, see the [Loading Media](#) chapter of this guide.

Printing Custom Size Paper from Tray 1

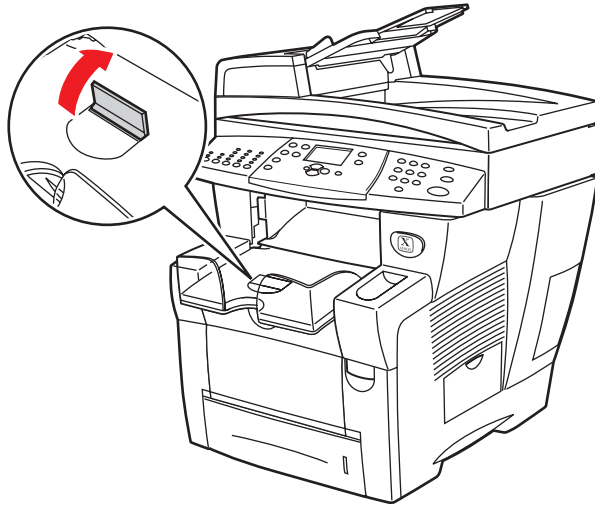
1. Insert custom size paper into Tray 1 as follows:
 - **Single-sided printing:** Insert the side to be printed **facedown** with the **top** of page against the roller.
 - **2-sided printing:** Insert side one **faceup** with the **bottom** of the page against the roller.
2. Adjust the paper guides to fit against the paper.



2424-041

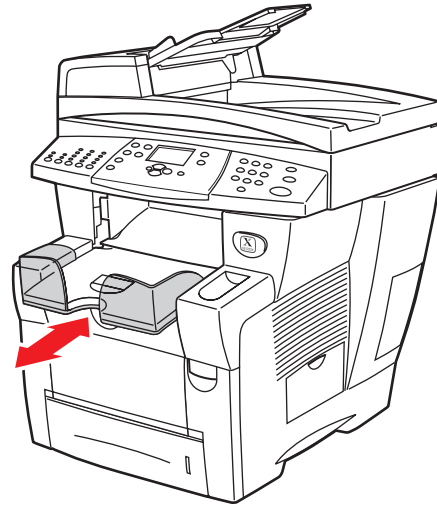
3. At the control panel, set the custom paper size. The Custom Width (W) is the distance between the paper guides. The Custom Height (H) is the other dimension.
 - a. Select **Change**, then press the **Enter** button.
 - b. Select **Custom** for paper size, then press the **Enter** button.
 - c. If the **Custom Width (W)** is correct, press the **Enter** button. Otherwise, select **Change**, press the **Enter** button, scroll up or down to the desired width, then press the **Enter** button.
 - d. If the **Custom Height (H)** is correct, press the **Enter** button. Otherwise, select **Change**, press the **Enter** button, scroll up or down to the desired height, then press the **Enter** button.
 - e. Select the appropriate paper type, then press the **Enter** button.

4. Adjust the output tray for short or long media.



2424-186

For media shorter than 190 mm (7.5 in.), flip up the paper stop.



2424-056

For media longer than 297 mm (11.7 in.), extend the output tray.

5. In the printer driver, select **Tray 1** as the paper source.

Advanced Options

The following table displays many of the Xerox printer driver features that are available with specific operating systems. This topic includes more information about these features and information about how to select the feature in the driver.

Feature	Windows 98, Me	Windows NT4	Windows, 2000, XP, Server 2003	Macintosh OS 9.x	Macintosh OS X, Version 10.x
Print-quality modes (page 5-53)	●	●	●	●	●
Color corrections (page 5-54)	●	●	●	●	●
Black & White printing (page 5-55)	●	●	●	●	●
2-Sided Printing (page 5-12)	●	●	●	●	●
Pages per sheet (page 5-56)	●	●	●	●	●
Booklet (page 5-57)	●	●	●	-	-
Separation Pages (page 5-58)	●	●	●	●	●
Cover Pages (page 5-59)	●	●	●	●	●
Scaling (page 5-60)	●	●	●	●	●
Watermarks (page 5-61)	●	-	●	-	-
Negative Images (page 5-62)	●	-	-	●	-
Mirror Images (page 5-62)	●	●	●	●	-
Image Smoothing (page 5-63)	●	●	●	●	●
Job Completion Notification	■	-	■	-	-
Secure Print (page 5-63)	■	■	■	■	■
Proof Print (page 5-63)	■	■	■	■	■
Saved Print (page 5-63)	■	■	■	■	■

● = Supported.

■ = Only available with a networked system (when your system is connected to your computer over a network).

Note

For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Print-Quality Modes

You can select from four print-quality modes, as shown in the following table.

Print-Quality Mode	Type of Print Job
Fast Color	Fastest full-color mode, useful for many images and previewing your work. Rapidly produces review documents; useful for rush jobs. Not recommended for documents containing small text, fine detail, or large areas of bright solid fill.
Standard	General-purpose mode for full-color printing. Produces crisp, bright prints at high speed. Recommended for vibrant, saturated color prints.
Enhanced	Best mode for business presentations. Produces superior text resolution and very smooth light colors. This mode takes longer to process and print than Standard or Fast Color.
High-Resolution/Photo	Highest-quality mode for color prints. Provides the best detail and smoothness for photographic images. Produces highest-quality color prints, with the best text resolution and smoothest light colors. This mode takes longer to process and print than the other modes.

To select the print-quality mode in a supported driver:

- **Windows 98, Windows Me PostScript driver:**
On the **Setup** tab, select a print-quality mode.
- **Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**
On the **Paper/Quality** tab, select a print-quality mode.
- **Mac OS 9 driver:**
In the **Print** dialog box, click **General**, select **Print Quality** from the drop-down list, then select the desired mode for **Quality**.
- **Mac OS X (version 10.1 and higher) driver:**
In the **Print** dialog box, select **Image Quality** from the drop-down list, then select a print quality mode from the **Print Quality** drop-down list.

Adjusting Color Using TekColor Corrections

The TekColor correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

Type of Print Job	Color Correction Option	Description
Producing most print jobs	Automatic (Default setting)	Provides the best results for documents with a mixture of graphics, text, and pictures.
Matching the sRGB display for screen and print images	Office Color sRGB Display	Simulates computer display colors (RGB).
Producing bar and pie charts, spread sheets, and organizational charts	Office Color sRGB Vivid	Produces the brightest, most saturated colors.
Using the C2424 PANTONE® Color Chart for process PANTONE Color matching	Office Color None	No color correction is made to colors.
Using SWOP press standards	Press Match SWOP	Matches Specifications for Web Offset Publications (SWOP) press standards.
Using the Euroscale 4-color process press mode	Press Match Euroscale	Emulates the Euroscale 4-color process press mode.
Using the Imation Matchprint press standard	Press Match Commercial	Matches Imation Matchprint proofs.
Producing a black-and-white version of a color document	Black and White	Transforms all color to equivalent gray levels, and attempts to preserve color differences as gray density differences.

For more information on color matching and ICC profiles, go to www.xerox.com/office/c2424infoSMART.

To select the color correction in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **TekColor** tab, select the desired color correction. Some of the color corrections are grouped under **Office Color** or **Press Match**.

- **Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **TekColor** tab, select the desired color correction. Some of the color corrections are grouped under **Office Color** or **Press Match**.

- **Mac OS 9 driver:**

In the **Print** dialog box, click **General**, select **TekColor** from the drop-down list, then select the desired correction for **Color**.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select **Image Quality** from the drop-down list, then select the desired color correction option from the **Color Correction** drop-down list.

Printing in Black and White

If you want your output in black, white, and shades of gray, you can select **Black & White** in a supported printer driver:

- **Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **TekColor** tab, select **Black & White**.

- **Mac OS 9 driver:**

In the **Print** dialog box, select **General**, select **TekColor** from the drop-down list, then select **Black & White**.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select the **Printer Features** drop-down list, then select the **Print Quality/Color** tab. Select **Black & White**.

Printing Multiple Pages to a Single Sheet (N-Up)

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print one, two, four, six, nine, or 16 pages per side.



To print multiple pages on a single sheet of paper in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Setup** tab, click the **More Layout Options** button, then select the number of pages per sheet from the drop-down list. When you print more than one page on a sheet, you can also print a border around each page.

- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**

On the **Layout** tab, select the number of pages per sheet from the drop-down list.

- **Windows NT PostScript driver:**

On the **Advanced** tab under **Document Options**, select the desired **Page Layout (N-up) Option**.

- **Mac OS 9 driver:**

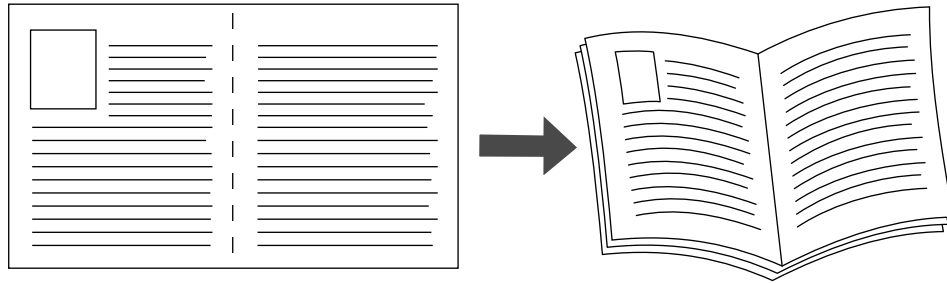
In the **Print** dialog box, select **Layout** from the drop-down list, then select the number of **Pages Per Sheet** and **Layout direction**.

- **Mac OS X (version 10.1 and higher) driver:**

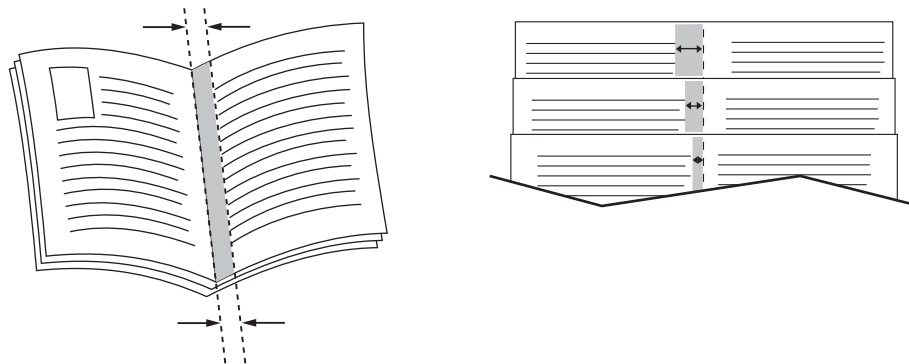
In the **Print** dialog box, select **Layout** from the drop-down list, then select the number of **Pages Per Sheet** and **Layout direction**.

Printing Booklets

With two-sided printing, you can print a document in the form of a small book. Create booklets for any paper size that is supported for 2-sided (duplex) printing. The driver automatically reduces each page image by 50 percent and prints two pages per sheet of paper. The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.



When you choose to print booklets, you can also specify the *creep* and *gutter* in both Windows 98 and Windows Me drivers. The gutter is the horizontal distance from the fold to the page image (in points). The creep is the distance that page images are shifted inward (in 10ths of a point); this compensates for the thickness of the folded paper, which otherwise would cause the inner page images to shift slightly outward.



To select booklet printing in a supported Windows driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Setup** tab, click **More Layout Options**, then check **Print Booklet Style** in the **More Layout Options** box. You can also specify the creep and gutter in this box.

- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**

On the **Layout** tab, select **Booklet** from the **Pages per Sheet** drop-down list.

Printing Separation Pages

A *separation page* (a divider page or slipsheet) can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Specify the tray to use as the source for the separation pages.

To specify separation pages in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Output Options** tab, select the location of the separation pages and the tray source.

- **Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **Output Options** tab, select the location of the separation pages and the tray source.

- **Mac OS 9 driver:**

In the **Print** dialog box, select **Advanced Options 1** from the drop-down list, select the paper source from the **Separation Page Source** drop-down list, then select **On** from the **Separation Page** drop-down list.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select the **Printer Features** drop-down list, select **Separation Page** and **Source** from the drop-down list, then select **On** from the **Separation Page** drop-down list.

Printing Cover Pages

A cover page is the first or last page of a document. The printer enables you to choose a different paper source for the cover page than for the body of a document. For instance, use your company letterhead for the first page of a document, or use card stock for the first and last pages of a report.

- Use any applicable paper tray as the source for printing cover pages.
- Verify that the cover page is the same size as the paper used for the rest of your document. If you specify a different size in the driver than the tray you select as a cover pages source, your cover(s) print on the same paper as the rest of your document.

You have several choices for cover pages:

- **None** - Prints the first and last pages of your document from the same tray as the rest of your document.
- **First** - Prints the first page on paper from the specified tray.
- **First and Last** - Prints the first and last pages on paper from the specified tray.

Cover Page	Print Option	Pages Printed on Cover
First	1-sided printing	Page 1
	2-sided printing	Pages 1 and 2
Last	1-sided printing	Last page
	2-sided printing (odd-numbered pages)	Last page
	2-sided printing (even-numbered pages)	Last two pages

For the back of your front cover to remain blank when 2-sided printing, page two of your document must be blank. For the back cover of your document to remain blank, see the following table for inserting blank pages.

Print Option	Last Page of Text	Blank Pages
1-sided printing		Add one blank page at the end of the document.
2-sided printing	Odd-numbered	Add two blank pages at the end of the document.
	Even-numbered	Add one blank page at the end of the document.

To select cover pages in a supported driver:

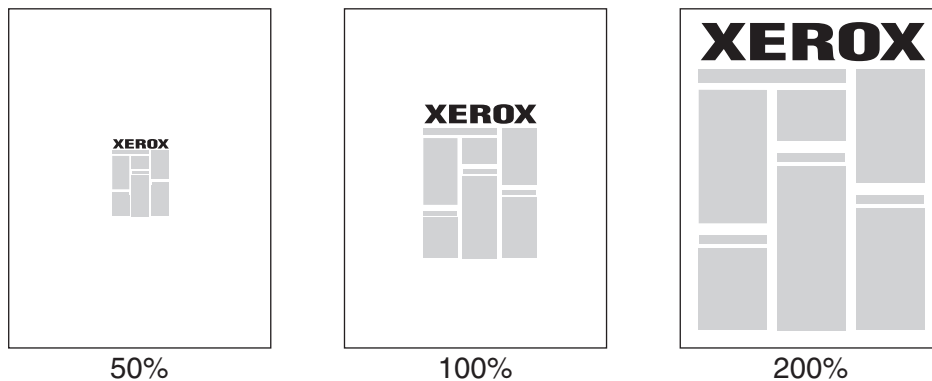
- **Windows 98, Windows Me PostScript driver:**

On the **Output Options** tab for **Cover Pages**, select **First** or **First and Last Pages**, then select the tray to use for the covers from the **Source** drop-down list.

- **Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**
On the **Paper/Quality** tab under **Cover Pages**, select **First** or **First and Last Page**, then select the tray to use for the covers from the **Source** drop-down list.
- **Mac OS 9 driver:**
In the **Print** dialog box, click **General**, select **First Page**, then select the tray from the drop-down list.
- **Mac OS X (version 10.1 and higher) driver:**
 - a. In the **Print** dialog box, select **Paper Feed**, then select **First Page From**.
 - b. In the **Printer Features** dialog box, select **Last Page Paper Source**.

Scaling

You can reduce or enlarge your page images when they are printed by selecting a scaling value between 25 and 400 percent. The default is 100 percent.



To select scaling in a supported driver:

- **Windows 98, Windows Me PostScript driver:**
On the **Setup** tab, click **More Layout Options**, then specify the percentage to scale in the **Percentage** box.
- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**
From the **Layout** tab, click **Advanced**, select **Graphic**, then select the desired percentage for **Scaling**.
- **Windows NT driver:**
On the **Advanced** tab, select **Graphic**, then select the desired percentage for **Scaling**.
- **Mac OS 9, Mac OS X (version 10.1 and higher) driver:**
From the **File** menu, select **Page Setup**, then specify the percentage in the box for **Scale**.

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft, Confidential, Date, Version that you might stamp on a page before distribution, can be inserted with a watermark.

In some Windows drivers, you can:

- Create a watermark
- Edit an existing watermark's text, color, location, and angle
- Place a watermark on either the first page or every page in a document
- Print the watermark in the background
- Print the text of the watermark as an outline (instead of filled text)

Note

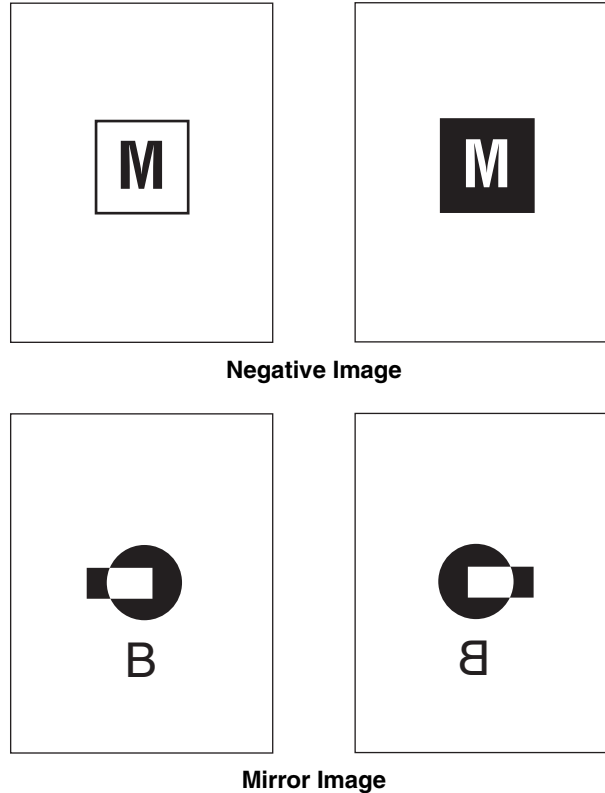
Not all applications support watermark printing.

To select, create, and edit watermarks using a supported Windows driver:

- **Windows 98, Windows Me PostScript driver:**
On the **Setup** tab, click the **More Layout Options** button, then click the **Watermark** button to display the **Watermarks** dialog box.
- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**
On the **Layout** tab, click the **Advanced** button. In the box under **Document Options** and **Printer Features**, select **Watermarks**, then click the **Modify** button to display the **Modify Watermarks** dialog box.

Printing Negative and Mirror Images

You can print pages as a negative image (reverses the light and dark areas in your printed image) or mirror image (flips images horizontally on pages when printed).



To select negative or mirror images in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Setup** tab, click **More Layout Options**, then select **Print as a Negative Image** or **Print as a Mirror Image**.

- **Windows 2000, Windows XP, Windows Server 2003 PostScript driver:**

From the **Layout** tab, click **Advanced**. Under **Document Options** and **PostScript Options**, select **Yes** for **Mirrored Output**.

- **Windows NT driver:**

On the **Advanced** tab, under **Document Options** and **PostScript Options**, select **Yes** for **Mirrored Output** or **Negative Output**.

- **Mac OS 9 driver:**

From the **File** menu, select **Page Setup**, choose **PostScript Options** from the drop-down list, then select **Invert Image** (to print a negative image) or **Flip Horizontal** (to print a mirror image).

Smoothing Images

Image smoothing blends adjacent colors in low-resolution images for smoother color transitions. For example, use image smoothing to improve the appearance of a 72 dpi image downloaded from the World Wide Web. Image smoothing is not recommended for images with resolutions of 300 dpi or higher.

Note

Print processing is slower when this option is selected.

To select image smoothing in a supported driver:

- **Windows 98, Windows Me PostScript driver:**

On the **Setup** tab, click **More Layout Options**, then click the **Image Smoothing** checkbox.

- **Windows 2000, Windows XP, Windows Server 2003 Post Script driver:**

From the **Layout** tab, click the **Advanced** button. In the box under **Document Options** and **Printer Features**, select **On** for **Image Smoothing**.

- **Windows NT driver:**

On the **Advanced** tab under **Printer Features**, select **On** for **Image Smoothing**.

- **Mac OS 9 driver:**

In the **Print** dialog box, click **General**, select **Advanced Options** from the drop-down list, then select **On** for **Image Smoothing**.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select the **Printer Features** drop-down list, then select **On** for **Image Smoothing**.

Printing Secure, Proof, and Saved Print Jobs

Note

These jobs are stored on the hard drive and remain in the system even when it is turned off.

Choose one of the following special job types:

- **Secure Print:** Prints confidential documents. Your four-digit numeric password-protected jobs are stored on the system's hard drive. The jobs print only after your user name and four-digit numeric password are entered on the control panel. The jobs are automatically deleted from the hard drive after printing.
- **Proof Print:** Prints only one copy of the job in order to proof the copy. To print additional copies, select the job name on the control panel. The job is automatically deleted from the hard drive after printing. If you do not want to print the remaining copies, delete the job at the control panel.

- **Saved Print:** Stores the job on the system's hard drive so you can print it on demand from the control panel. The job is not deleted after printing. This is useful for any document you frequently print, such as tax forms, personnel forms, or requisition forms.

Note

Protected Jobs are jobs that have been copied or moved from the Public Jobs group in CentreWare IS. For more information, click the **Help** button in CentreWare IS to view the online help.

Sending Secure, Proof, and Saved Print Jobs

Use a supported driver to specify a job as a secure print, proof print, or saved print job:

- **Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **Output Options** tab, choose the job type under **Walk-Up Features**. For a secure print job, enter a 4-digit password to assign to this job. For a proof print or saved print job, enter the name you want to give this job.
- **Mac OS 9 driver:**

In the **Print** dialog box, click on **General**, select **Job Type** from the drop-down list, then choose the job type. For a secure print job, enter a 4-digit password to assign to this job. For a proof print or saved print job, enter the name you want to give this job in the **Job Name** field.
- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select **Job Types** from the drop-down list, then select **Secure Print, Proof Print, or Saved Print** from the **Job Type** drop-down list. For a secure print job, enter a document name (up to 20 alpha characters) in the **Document Name** field. Enter a four-digit number, ranging from 0000 through 9999, in the **Job Password** field.

Printing Secure Print Jobs

To print a secure print job, specify the four-digit numeric password at the control panel:

1. On the control panel, press the **Print** button.
2. In the menu, select **Secure Print Jobs**, then press the **Enter** button.
3. Scroll to your User Name, then press the **Enter** button.
4. Use the keypad on the control panel to enter the four digits of the numeric password, then press the **Enter** button.
5. If more than one secure print job is entered with a password, select the desired job to print or select **All of Them**, then press the **Enter** button.
6. Select **Print and Delete**, then press the **Enter** button to print.

Printing Proof and Saved Print Jobs

To print a saved print job or the additional copies of a proof print job, select the job name at the control panel:

1. On the control panel, press the **Print** button.
2. In the menu, select **Proof Print Jobs** or **Saved Print Jobs**, then press the **Enter** button.
3. Scroll to the job name, then press the **Enter** button.
4. Select **Print and Delete** (for proof prints) or **Print and Save** (for saved prints), then press the **Enter** button.
5. Use the keypad on the control panel to enter the desired number of copies, then press the **Enter** button to print the job.

Deleting Secure, Proof, and Saved Print Jobs

There is a limit per type (secure, proof, saved job types) to the number of jobs that can be stored on the hard drive. When a new print job would exceed the space on the hard drive for that type, the oldest job of that type is automatically deleted before adding a new job. To save space:

- Periodically delete saved print jobs that are no longer needed
- Delete secure print and proof print jobs that you don't want to print

To delete a secure print job without printing it, specify the 4-digit password at the control panel:

1. On the control panel, press the **Print** button.
2. Select **Secure Print Jobs**, then press the **Enter** button.
3. Scroll to your User Name, then press the **Enter** button.
4. Use the keypad on the right side of the control panel to enter the four digits of the numeric password, then press the **Enter** button.
5. If more than one secure print job is entered with a password, select the desired job to delete or select **All of Them**, then press the **Enter** button.
6. Select **Delete**, then press the **Enter** button to print.
7. When prompted at the control panel whether you want to delete the jobs, select **Yes**, then press the **Enter** button.

To delete a saved print job or a proof print job, select the job name at the control panel:

1. On the control panel, press the **Print** button.
2. In the menu, select **Proof Print Jobs** or **Saved Print Jobs**, then press the **Enter** button.
3. Scroll to the job name, then press the **Enter** button.
4. Select **Delete**, then press the **Enter** button.
5. When prompted at the control panel whether you want to delete the jobs, select **Yes**, then press the **Enter** button.