

Adjusting Printing Options

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Setting Printing Options

Many printing options are available with the Xerox printer driver.

Selecting Printing Preferences in 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 "Windows PostScript Driver Settings" and "Windows PCL Driver Settings" tables for specific printing options.
5. Click the **OK** button to save your selections.

Selecting Properties for an Individual Job (Windows)

If you want to use special settings for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use **True 1200 x 1200 dpi** print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the document or graphic open in your application, access the **Print** dialog box.
2. Select the Phaser 4500 printer for use and click the **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following tables for specific printing options.
4. Click the **OK** button to save your selections.
5. Print the job.

Windows PostScript Driver Settings

Operating System	Driver Tab/Dialog Box	Printing Options
Windows 2000, Windows XP, or Windows Server 2003	Layout tab	<ul style="list-style-type: none"> ■ Orientation ■ Print on Both Sides (Duplex) ■ Pages Per Sheet
	Advanced dialog box	<ul style="list-style-type: none"> ■ Graphics (Scaling and True Type Font) ■ Document Options (PostScript Options, Offset Collated Sets, Edge-to-Edge Printing, Image Smoothing, Draft Mode, and Watermark)
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper Type ■ Paper Size ■ Tray Selection ■ Cover Pages ■ Print Quality
	Output Options tab	<ul style="list-style-type: none"> ■ Paper Destination ■ Separation Pages ■ Proof, Saved, Secure Printing ■ End of Job Notification
	Troubleshooting tab	<ul style="list-style-type: none"> ■ PrintingScout ■ Printer Information Pages ■ Helpful Web Links
Windows NT	Page Setup tab	<ul style="list-style-type: none"> ■ Orientation ■ Print on Both Sides (Duplex Printing)
	Advanced tab	<ul style="list-style-type: none"> ■ Scaling ■ Page Layout (N-Up Option) ■ Allow Mirrored and Negative Output ■ Printer Features (Edge-to-Edge Printing, Image Smoothing, Separation Page Source, Separation Page)
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper Type ■ Paper Size ■ Tray Selection ■ Cover Pages ■ Print Quality
	Output Options tab	<ul style="list-style-type: none"> ■ Paper Destination ■ Separation Pages ■ Proof, Saved, Secure Printing
	Troubleshooting tab	<ul style="list-style-type: none"> ■ Printer Information Pages ■ Helpful Web Links

Windows PostScript Driver Settings (Continued)

Operating System	Driver Tab/Dialog Box	Printing Options
Windows 98 or Windows Me	Setup tab	<ul style="list-style-type: none">■ Paper Type■ Paper size■ Tray Selection■ Orientation■ Print on 1 Side or Print on 2 Sides■ Print Quality
	Output Options tab	<ul style="list-style-type: none">■ Separation Pages■ Cover Pages■ Proof, Saved, Secure Printing

Windows PCL Driver Settings

Operating System	Driver Tab	Printing Options
Windows 2000, Windows XP, or Windows Server 2003	Layout tab	<ul style="list-style-type: none"> ■ Orientation ■ Print on Both Sides (Duplex) ■ Pages Per Sheet
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper Type ■ Paper Size ■ Tray Selection ■ Cover Pages ■ Print Quality (Not present in PCL5e)
	Output Options tab	<ul style="list-style-type: none"> ■ Paper Destination ■ Notify Me When My Job Completes ■ Proof, Saved, Secure Printing ■ Separation Pages
	Troubleshooting tab	<ul style="list-style-type: none"> ■ PrintingScout ■ Printer Information Pages ■ Helpful Web Links
Windows NT	Page Setup tab	<ul style="list-style-type: none"> ■ Orientation ■ Print on Both Sides (Duplex)
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper Type ■ Paper Size ■ Tray Selection ■ Cover Pages
	Output Options tab	<ul style="list-style-type: none"> ■ Paper Destination ■ Proof, Saved, Secure Printing ■ Separation Pages
	Troubleshooting tab	<ul style="list-style-type: none"> ■ Information Pages ■ Web Links
Windows 98, Me	Setup tab	<ul style="list-style-type: none"> ■ Page Layout ■ Print Quality
	Output Options tab	<ul style="list-style-type: none"> ■ Paper Destination ■ Separation Pages ■ Cover Pages ■ Proof, Saved, Secure Printing
	Troubleshooting tab	<ul style="list-style-type: none"> ■ PrintingScout ■ Printer Information Pages ■ Helpful Web Links

Note

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

Selecting Properties for an Individual Job (Mac)

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.

Macintosh PostScript Driver Settings

Operating System	Driver Drop-Down Title	Printing Options
Mac OS 10.x 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

Selecting Print-Quality Modes

Type of Print Job	Print-Quality Mode
Best general-purpose mode for high-speed printing. Produces crisp, bright prints.	600 x 600 dpi
Highest-quality prints with best detail. Recommended for photo prints. Produces superior text resolution. This mode takes longer to process and print than 600 x 600 dpi.	True 1200 x 1200 dpi

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, select **Print Quality** from the drop-down list, then select a print quality mode.

■ **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.