

Advanced Options

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Printing Separation Pages

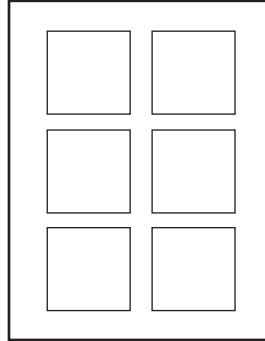
A *separation page* (a divider page or slipsheet) can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Specify the tray to use as the source for the separation pages.

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 Multiple Pages on 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:**

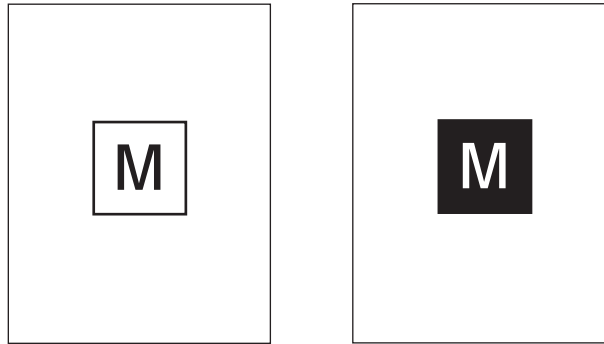
In the **Print** dialog box, select **Layout** from the drop-down list, then select the number of **Pages Per Sheet** and **Layout direction**.

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

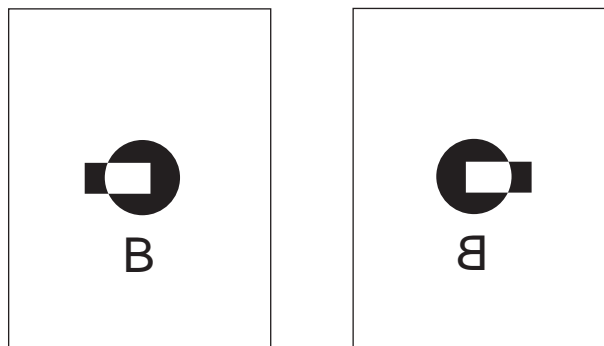
In the **Print** dialog box, select **Layout** from the drop-down list, then select the number of **Pages Per Sheet** and **Layout direction**.

Printing 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).



Negative Image



Mirror Image

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** or **Negative Output**.

- **Windows NT PostScript driver:**

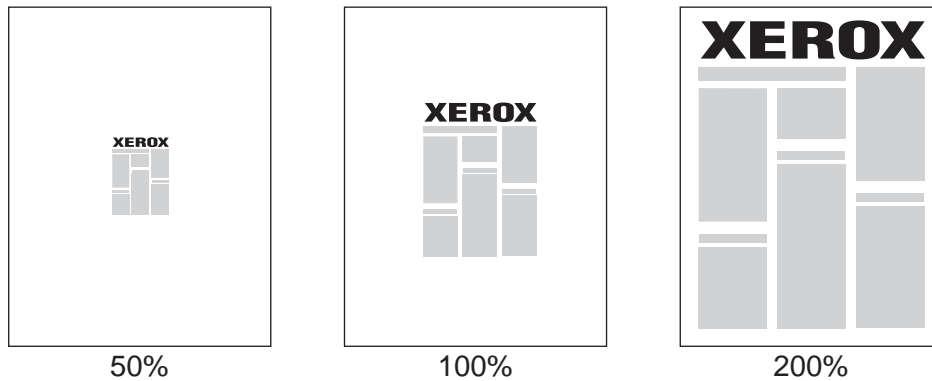
On the **Advanced** tab, under **Document Options** and **PostScript Options**, select **Yes** for **Mirrored Output** or **Negative Output**.

- **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).

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:**

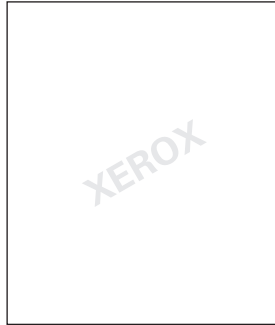
On the **Advanced** tab, select **Graphic**, then select the desired percentage for **Scaling**.

- **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 **More Layout Options**, then click **Watermark** to display the **Watermarks** dialog box.

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

From the **Layout** tab, click the **Advanced** button. In the box under **Document Options** and **Printer Features**, select **Watermarks**, then select **Modify** for the desired watermark.

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, select **First Page Only** 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 Page Only** 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, select **Cover Page** from the drop-down list, select **Before Document** or **After Document**, then select **Cover Page paper Source** 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 **Remaining from:** paper source from the drop-down list.

Printing or Deleting Proof, Saved, and Secure Print Jobs

Note

These features are available if your printer has an internal hard drive. These jobs are stored on the hard drive and remain in the printer 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 printer's hard drive. The jobs print only after the user name, four-digit password number, and job name are entered at the printer's front panel. The jobs are automatically deleted from the hard drive after printing.
- **Proof Print:** Prints only one copy of a multiple copy job in order to proof the copy. To print the remaining copies, select the job name at the printer's front 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 front panel.
- **Saved Print:** Stores the job on the printer's hard drive so you can print it on demand. 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 on Protected Jobs, go to *CentreWare IS Online Help*.

Sending Proof, Saved, and Secure Print Jobs to the Printer

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

- **Windows 98, Windows Me 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.

■ **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, select **Job Type** from the pull-down list, select **Normal** (default), **Proof Print**, **Saved Print**, or **Secure Print**. For a saved print job, enter the document name. For a secure print job, enter a 4-digit password to assign to this job.

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

In the **Print** dialog box, select the **Printer Features** pull-down menu, select **Job Type** from the **Features Sets** drop-down list, then select **Proof Print**, **Saved Print**, or **Secure Print** from the **Job Type** drop-down list.

Printing or Deleting Secure Print Jobs

To print a secure print job, specify the four-digit password at the printer's front panel:

1. Select **Walk-Up Printing**, then press the **OK** button.
2. Select **Secure Print Jobs**, then press the **OK** button.
3. Scroll to your User Name, then press the **OK** button.
4. Scroll to the number for the first digit of the numeric password, then press the **OK** button to accept that digit.
5. Repeat Step 4 for the second, third, and fourth digits.

Note

If you entered less than four digits in the driver's **Password** field, enter zeros before your password so that there are four digits entered in the front panel. For example, if **222** is entered in the driver, enter **0222** at the front panel. Use the **Back** button to return to a previous digit.

6. 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 **OK** button.
7. Select **Print and Delete** or **Delete**, then press the **OK** button to print.

Printing or Deleting Proof and Saved Print Jobs

To print a saved print job or the remaining copies of a proof print job, select the job name at the printer's front panel:

1. Select **Walk-Up Printing**, then press the **OK** button.
2. Select **Proof Print Jobs** or **Saved Print Jobs**, then press the **OK** button.
3. Scroll to the job name, then press the **OK** button.
4. Select **Print and Delete** (for proof prints) or **Print and Save** (for saved prints), then press the **OK** button.
5. Scroll to the desired number of copies, then press the **OK** button to print the job.