

## Advanced Options

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### Printing Separation Pages

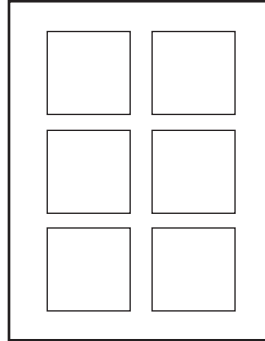
A *separation page* (a divider page or slipsheet) can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Specify the tray to use as the source for the separation pages.

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, click **General**, select **Advanced Media Options** from the drop-down list, then select the location of the separation pages and the tray source.
- **Mac OS X (version 10.1 and higher) driver:**  
In the **Print** dialog box, select the **Printer Features** drop-down list, then select the **Advanced Options** tab. Select **Separation Pages**.

## 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 sheet.



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:**

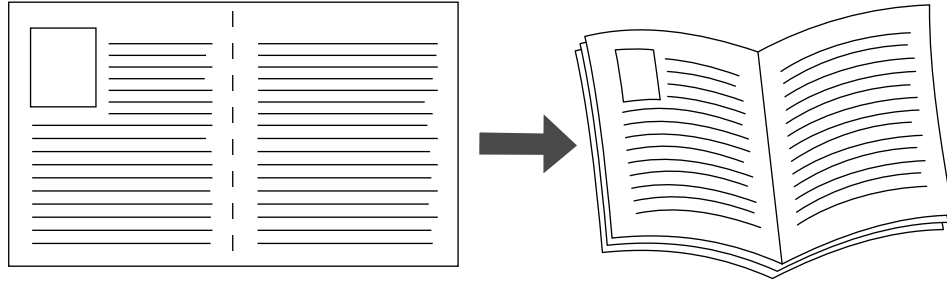
In the **Print** dialog box, click **General**, select **Layout** from the drop-down list, then select the number of pages per sheet.

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

In the **Print** dialog box, select the **Layout** drop-down list, then select a layout.

## 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 to fit and prints two pages per side. 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:**

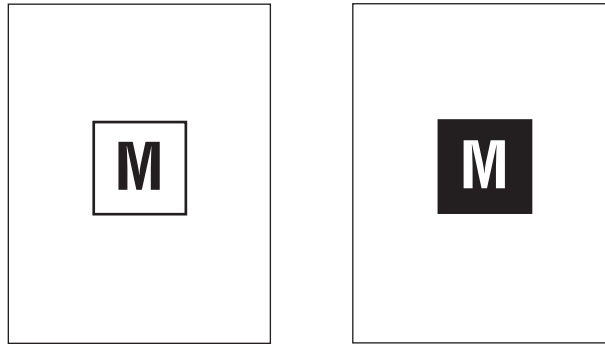
On the **Setup** tab, click **More Layout Options**, then check **Print Booklet Style** in the **More Layout Options** box. You can also specify the creep and gutter in this box.

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

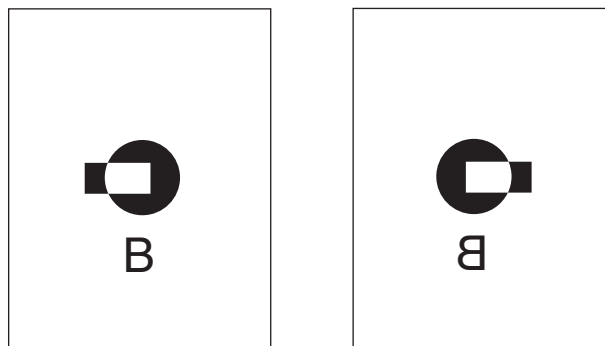
On the **Layout** tab, select **Booklet** from the **Pages per Sheet** drop-down list.

## Printing 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:**

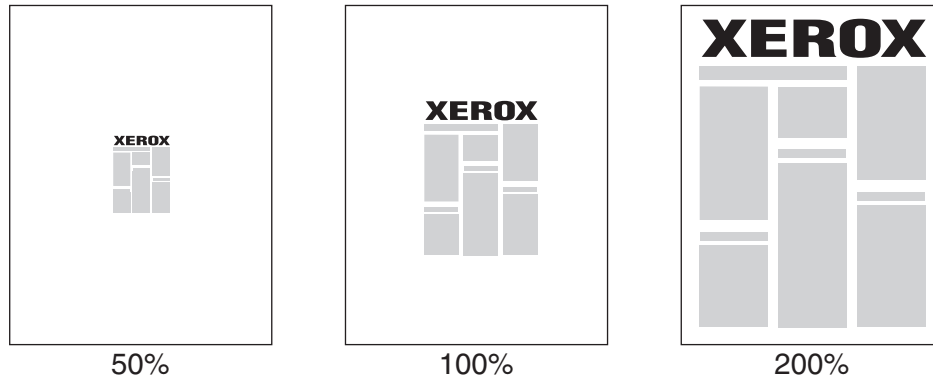
On the **Advanced** tab, under **Document Options** and **PostScript Options**, select **Yes** for **Mirrored Output** or **Negative Output**.

■ **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:**

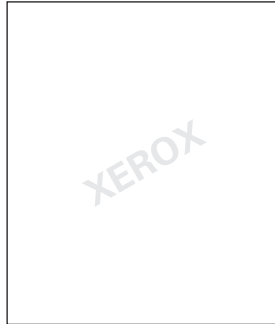
On the **Advanced** tab, select **Graphic**, then select the desired percentage for **Scaling**.

- **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.

## Image Smoothing

Image smoothing blends adjacent black and gray areas in low-resolution images for smoother edge transitions. For example, use image smoothing to improve the appearance of a 72 dpi image downloaded from the 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 PostScript 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 **Image Quality** from the drop-down list, then click the **Image Smoothing** box to turn on image smoothing.



## 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**.

## Printing or Deleting Secure, Personal, Proof, and Saved Print Jobs

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 if the optional hard drive is installed:

- **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.
- **Personal Print:** Prints the job when you select your user name on the printer's front panel. If you select Personal Print, your job is automatically linked to your user name.
- **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 the remaining copies. 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, Personal, Proof, and Saved Print Jobs to the Printer

Use a supported driver to specify a job as a secure print, personal 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.

**Note**

Personal print jobs are not supported on Windows 98 and Windows Me.

## 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 or delete.

## Printing or Deleting Personal Print Jobs

To print a personal print job, select your user name at the printer's front panel:

1. Select **Walk-Up Printing**, then press the **OK** button.
2. Select **Personal Print Jobs**, then press the **OK** button.
3. Scroll to your User Name, then press the **OK** button.
4. Select **Print and Delete** or **Delete**, then press the **OK** button to print all personal jobs for your user name.

## **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), **Delete**, or **Print and Save** (for saved prints), then press the **OK** button.
5. If you are printing, scroll to the desired number of copies, then press the **OK** button to print the job.