Printer Settings

This topic includes:

Accessing Power Saver

To save energy, the printer enters a Power Saver, low-energy consumption mode after a pre-defined period of time since its last activity. In this mode, most printer electrical systems are shut down. When a print job is sent to the printer, the printer enters Warmup Mode. You can also warm up the printer by pressing the **OK** button on the front panel.

If you find that the printer is going into Power Saver mode too often and you do not want to wait while the printer warms up, increase the length of time before the printer goes into Power Saver mode. Change the timeout value as follows:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Printer Controls**, then press the **OK** button.
3. Select **Power Saver**, then press the **OK** button.
4. Press the **Down Arrow** or **Up Arrow** button to scroll to a selected Power Saver timeout value. Select a larger value if you want to extend the length of time before the printer goes into Power Saver mode.
5. Press the **OK** button.

Selecting Output Options

The Phaser 5500 printer has one standard output tray and two optional ones:

- **Standard Output Tray**: Sends prints to the Standard Output Tray on top of the printer.
- **Stacker Upper Tray**: Sends prints to the Stacker Upper Tray on the right side of the printer. This tray is available with the optional finisher or stacker.
- **Stacker Lower Tray**: Sends prints to the Stacker Lower Tray on the right side of the printer. This tray is available with the optional finisher or stacker.

To select the output tray:

1. At the printer's front panel, select **Printer Setup**, select **Paper Handling Setup**, then select **Paper Destination**.

2. Select either **Standard Output Tray**, **Stacker Upper Tray** or **Stacker Lower Tray**, then press the **OK** button.

Note

The printer driver overrides the front panel settings for output tray selection.

Selecting Job Offset

The Stacker Lower Tray and Standard Output Tray can place sheets in alternate positions to separate one print job from another. This is called *job offsetting*. There are several job offsetting options from which to choose:

■ **Off**: No job offsetting occurs and the output position is not changed for the output tray selected.

■ **On**: The output position changes after the final sheet of the print job is printed. The next print job is then offset to keep it separate from the previous print job.

Note

When the stapling option is used for print jobs, job offsetting is activated.

To select the job offset option:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.

2. Select **Paper Handling Setup**, then press the **OK** button.

3. Select **Job Offset**, then press the **OK** button.

4. Select either **On** or **Off**, then press the **OK** button.

Preventing Access to Front Panel Settings

To prevent access to front panel settings, you can lock the front panel settings from CentreWare IS. A lock icon appears next to items in the front panel that cannot be accessed by users.

Using CentreWare IS

To set front panel menu preferences:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Select the **General** folder on the left sidebar.
5. Select **Printer Defaults**.
6. Select **On** or **Off** from the **Front Panel Menu** drop-down list**.**
   - Select **On** to have all menus available.
   - Select **Off** to limit the printer setup items.
7. Click **Save Changes** at the bottom of the page.

Accessing the Startup Page

The printer can produce a "Startup Page" each time the printer is turned on or reset. The factory default is "Off". You can turn on automatic printing of the "Startup Page" or print it from the **Information Pages** menu.

To turn on/off the "Startup Page" use either:

- The printer's front panel
- CentreWare IS

Using the Printer's Front Panel

To turn on/off the "Startup Page":

1. Select **Printer Setup**, then press the **OK** button.
2. Select **Printer Controls**, then press the **OK** button.

   The **Startup Page** is highlighted. The end of the line displays the setting (**On** or **Off**).
3. Press the **OK** button to change the setting.

Using CentreWare IS

To turn on/off the automatic printing of the "Startup Page":

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Select the **General** folder on the left sidebar.
5. Select **Printer Defaults**.
6. Select **Off** or **On** from the **Printer Startup Page** drop-down list to change the setting.
7. Click **Save Changes** at the bottom of the page.

Printing the Startup Page Using the Front Panel

To print the "Startup Page":

1. Select **Information**, then press the **OK** button.
2. Select **Information Pages**, then press the **OK** button.
3. Select **Startup Page**, then press the **OK** button to print.

Accessing Load Paper Timeout

When your print job is formatted for a type or size of paper that is not loaded in the printer, the printer's front panel displays a message requesting you to load the appropriate paper. The Load Paper Timeout controls the amount of time the printer waits before printing on another type or size of paper.

To change the load paper timeout, use either:

■ The printer's front panel
■ CentreWare IS

Using the Printer's Front Panel

To change the load paper timeout:

1. Select **Printer Setup**, then press the **OK** button.
2. Select **Paper Handling Setup**, then press the **OK** button.
3. Select **Load Paper Timeout**, then press the **OK** button.
4. Scroll to the desired timeout value. The values (**None**, **1**, **3**, **5**, or **10** minutes, **1** hour or **24** hours) indicate the length of time you want the printer to wait for you to load paper before printing. If you select a value of **None**, the printer does not wait for paper to be inserted and immediately picks paper from the default tray.
5. Press the **OK** button to save the change.

Using CentreWare IS

To change the load paper timeout:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Select the **General** folder on the left sidebar.
5. Select **Printer Defaults**.
6. Scroll to the desired **Load Paper Timeout** value in **Timeout Settings**. The values (**None**, **1**, **3**, **5**, or **10** minutes, **1** or **24** hours) indicate the length of time you want the printer to wait for you to load paper before printing. If you select a value of **None**, the printer does not wait for paper to be inserted and immediately picks paper from the default tray.
7. Click **Save Changes** at the bottom of the screen.

Selecting Tray Settings

Tray Switching

When a tray runs out of paper, tray switching enables the printer to switch between trays when the trays contain the same paper type and size. Tray switching is controlled by the printer driver, front panel, or CentreWare IS.

If a specific tray is selected in the driver or application, tray switching is turned off. When you select the **Let printer select which tray to print from** option in the printer driver, the printer selects the tray and switches to another tray when one tray is empty.

Note

If you use the printer driver to specify a tray to use for your print job, tray switching is disabled for that job. If the tray becomes empty during printing, the front panel prompts you to load paper in that tray even if another tray contains the correct paper type and size for the job.

Tray 1 (MPT) and Trays 2 and 3, 500-sheet feeders, are standard with the Phaser 5500 printer. Additional paper feeders can be purchased:

- 1000-Sheet Feeder (Trays 4 and 5)
- 2000-Sheet Feeder (Tray 6)

Tray Switching Settings

- If tray switching is *enabled*, and a tray runs out of paper while printing, then the printer selects another tray containing the same paper type, size, and feed direction to continue printing the job.
- If tray switching is *disabled*, and a tray runs out of paper while printing, then the front panel prompts you that the tray is empty and must be refilled.

Tray Sequence

You can specify the sequence the printer uses to select trays containing the correct paper type and size for a print job. When a tray runs out of the correct paper during printing, the printer selects the next tray in the sequence containing the correct paper type and size to continue printing the job.

For example, if the tray sequence is set to 6-2-4, the printer selects paper from Tray 6 to print a job. If Tray 6 does not contain the requested paper, or runs out of paper while printing, the printer selects Tray 2. If neither Tray 6 or Tray 2 contain the requested paper, or is out of paper, then Tray 4 is selected.

You can specify the tray sequence by two different methods:

- The printer's front panel
- CentreWare IS

Using the Front Panel

To specify the tray sequence:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Paper Handling Setup**, then press the **OK** button.
3. Select **Tray Sequence**, then press the **OK** button.
4. Scroll to the desired tray sequence. (If you want to turn off tray switching, select **Off**.)
5. Press the **OK** button to save the changes.

Using CentreWare IS

To specify the tray sequence:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Properties**.
4. Select the **General** folder on the left sidebar.
5. Select **Printer Defaults**.
6. Select the desired tray sequence from the **Tray Sequence** drop-down list. (If you want to turn off tray switching, select **Off**.)
7. Click the **Save Changes** button at the bottom of the screen.

Selecting the Default Tray

If you do not want to use tray switching, you can accept the default order of tray selection. The default tray contains the paper type and size used for printing jobs unless overwritten by a driver selection. When the default tray is empty, or contains a different paper type, you are prompted to load the correct paper type in the tray even if another tray contains the correct paper type and size for the job.

You can select the default tray by two different methods:

■ The printer's front panel
■ CentreWare IS

Using the Front Panel

To select a default tray:

1. Select **Printer Setup**, then press the **OK** button.
2. Select **Paper Handling Setup**, then press the **OK** button.

3. Select **Paper Source**, then press the **OK** button.
4. Scroll to the desired tray to use as the default tray. (If you want tray switching enabled, select **Auto Select**.)
5. Press the **OK** button to save the change.

> **Note**
> The driver overrides the front panel settings and CentreWare IS for tray selection.

Using CentreWare IS

To select a default tray:

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

Adjusting Front Panel Brightness

To adjust the brightness of the front panel's background lighting:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Front Panel Setup**, then press the **OK** button.
3. Select **Front Panel Brightness**, then press the **OK** button.
4. Press the **Down Arrow** or **Up Arrow** button to increase or decrease the front panel brightness value. The brightness values range from **0** (no background light) to **10** (brightest background light).
5. Press the **OK** button to save your change.

Adjusting Front Panel Contrast

To adjust the contrast between the text and the background to make the front panel text more readable:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Front Panel Setup**, then press the **OK** button.
3. Select **Front Panel Contrast**, then press the **OK** button.
4. Press the **Down Arrow** or **Up Arrow** button to increase or decrease the front panel contrast value. The contrast values range from **1** (least contrast) to **10** (highest contrast).
5. Press the **OK** button to save your change.

Changing Printer Language

To change the language used for the text on the front panel:

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Front Panel Setup**, then press the **OK** button.
3. Select **Front Panel Language**, then press the **OK** button.
4. Select the desired language, then press the **OK** button.