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 "Printing Options for Windows Operating Systems" table 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 **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 Phaser 6250 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.

Printing Options for Windows Operating Systems

Operating System	Driver Tab	Printing Options
Windows 2000, Windows XP, or Windows Server 2003	**Layout** tab	■ **Orientation** ■ **Print on Both Sides (Duplex)** ■ **Pages Per Sheet**
	Paper/Quality tab	■ Paper type, size, and tray selection ■ **Cover Pages** ■ **Print Quality**
	Output Options tab	■ **Separation Pages** ■ Secure prints, proof prints, and saved prints ■ End of Job Notification
	TekColor tab	■ **Color Corrections** ■ **Black & White** conversion
Windows NT	**Page Setup** tab	■ **Orientation** ■ **Print on Both Sides (Duplex Printing)**
	Paper/Quality tab	■ Paper type, size, and tray selection ■ **Cover Pages** ■ **Print Quality**
	Output Options tab	■ **Separation Pages** ■ Secure prints, proof prints, and saved prints
	TekColor tab	■ **Color Corrections** ■ Black & White conversion
Windows 98 or Windows Me	**Setup** tab	■ Paper type, size, and tray selection ■ **Orientation** ■ **Print on 1 Side** or **Print on 2 Sides** ■ **Print Quality**
	Output Options tab	■ **Separation Pages** ■ **Cover Pages** ■ Secure prints, proof prints, and saved prints
	TekColor tab	■ **Color Corrections** ■ **Black & While** conversion

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.

Selecting Print-Quality 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 the **Printer Features** drop-down list, then select the **Print Quality/Color** tab. Select the desired mode for **Quality**.

Type of Print Job	Print-Quality Mode
General-purpose mode for crisp, bright color prints. Recommended for most office use.	**Enhanced**
Highest-quality color print job with very smooth color shades. Recommended for photo prints, proof prints, and press modes.	**Photo** (Not available on 6250B printers.)
Draft print job used to check layout. Provides lighter toner usage than the Enhanced setting.	**Draft**

Printing in Black & White

Your printer driver can be set to print only with black toner by selecting **black & white** in the printer properties. This may occur due to a special printing need or if a color toner cartridge is empty.

To select black & white in a supported driver:

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

  In the **Print** dialog box, select **Print Properties,** select **TekColor**, then select **Black & White**.

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

  In the **Print** dialog box, select **Print Properties,** select **TekColor**, then 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**.