

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 override 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 7750** 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	<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 size, type, or tray selection ■ Print Quality ■ Cover Pages
	Output Options tab	<ul style="list-style-type: none"> ■ Stapling ■ Paper Destination ■ Walk-Up Features (Secure prints, proof prints, and saved prints) ■ Separation Pages
	TekColor tab	<ul style="list-style-type: none"> ■ Color Corrections ■ Black & White
	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)
	Paper/Quality tab	<ul style="list-style-type: none"> ■ Paper size, type, or tray selection ■ Print Quality ■ Cover Pages
	Output Options tab	<ul style="list-style-type: none"> ■ Stapling ■ Paper Destination ■ Walk-Up Features (Secure prints, proof prints, and saved prints) ■ Separation Pages
	TekColor tab	<ul style="list-style-type: none"> ■ Color Corrections ■ Black & White
	Troubleshooting tab	<ul style="list-style-type: none"> ■ PrintingScout ■ Printer Information Pages ■ Helpful Web Links

Printing Options for Windows Operating Systems (Continued)

Operating System	Driver Tab	Printing Options
Windows 98 or Windows Me	Setup tab	<ul style="list-style-type: none"> ■ Paper size, type, or tray selection ■ Orientation ■ Print on 1 Side or Print on 2 Sides ■ Print Quality
	Output Options tab	<ul style="list-style-type: none"> ■ Stapling ■ Paper Destination ■ Separation Pages ■ Cover Pages ■ Secure prints, proof prints, and saved prints
	TekColor tab	<ul style="list-style-type: none"> ■ Color Corrections ■ Black & White
	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.

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

Print-Quality Mode	Description
Standard	General-purpose mode for crisp, bright, color prints. Recommended for most office use and quick prints.
Enhanced	High-quality mode for fine lines and sharp text. Recommended for detailed prints.
Photo	Highest-quality mode for very smooth color shades. Recommended for printing photographs or when using graphics arts applications and press matches.

Printing in Black & White

Select the **black & white** option in the printer driver to print pages in black and white only.

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 **Image Quality** from the drop-down list, then select **Black and White** from the **Color Correction** drop-down list.