XEROX.

laser printer

Advanced Features Guide

Guide des Fonctions Avancées
Guida alle Funzioni Avanzate
Handbuch zu Erweiterten Funktionen
Guía de Características Avanzadas
Guia de Recursos Avançados
Handleiding voor Geavanceerde Functies
Avancerade Funktionsguiden
Vejledningen Avancerede funktioner
Руководство по дополнительным функциям

www.xerox.com/support

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Using Printer Driver Options

1

This chapter includes:

Printer Driver Features

The following table displays many of the Xerox printer driver features that are available with specific operating systems. This section includes more information about these features and information about how to select the feature in the driver.

Feature	Windows Vista, 2000, XP, Server 2003	Macintosh OS X, Version 10.2 and 10.3	Macintosh OS X, Version 10.4
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1 = PostScript only

● = Supported feature

■ = Only available if the printer is equipped with a hard drive

❍ = Only available when your printer is equipped with a hard drive and the printer is connected to your computer over a network.

Note: Go to www.xerox.com/drivers for the latest printer drivers.

Selecting Which Paper to Use

When you send your print job to the printer, you can choose to let the printer automatically select which paper to use based on your document size and the paper type you select, or you can force the printer to use paper from a specific tray.

To select which paper to use from a supported driver:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Paper/Output** tab. The **Paper** summary displays the paper to use for the print job. **2.** To change the paper, click the button to the right of the summary to display the paper selection drop-down menu. ■ To specify a tray, select the tray in the **Select by Tray** menu. ■ To specify a paper type, select the type in the **Other Type** menu. ■ To specify a paper size, select the **Other Size** menu item and select the **Output Paper Size** in the **Paper Size** dialog box.
Mac OS X (version 10.2 and higher)	**1.** In the **Print** dialog box, select **Paper Feed**. **2.** From the **All pages from** drop-down list, select **Auto Select** to have the printer automatically select the paper to use based on your application settings, or select a specific paper type or tray.

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 side.
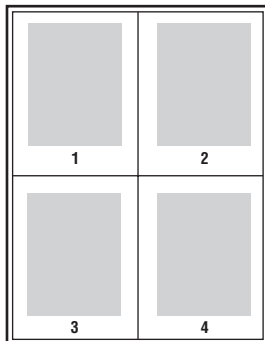
To print multiple pages on a single sheet of paper in a supported driver:

Operating System	Steps
Windows 2000 or later	1. Select the **Layout/Watermark** tab.
	2. Select the **Pages Per Sheet (N-Up)** option.
	3. Click the button for the number of pages you want to appear on each side of the sheet.
Mac OS X (version 10.2 and higher)	1. In the **Print** dialog box, select **Layout**.
	2. Select the number of **Pages per Sheet** and **Layout Direction**.

Printing Booklets

With 2-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 and prints four pages per sheet of paper (two on each side). The pages are printed in the correct order so that you can fold and staple the pages to create a booklet.

When you print booklets, you can also specify the *creep* and *gutter* in supported drivers.

■ **Creep**: Specifies how much the page images are shifted outward (in 10ths of a point). This compensates for the thickness of the folded paper, which otherwise would cause the page images to shift slightly outward when folded. You can select a value from zero to 1.0 points.

■ **Gutter**: Specifies the horizontal distance (in points) between the page images. A point is .35 mm (1/72 in.).
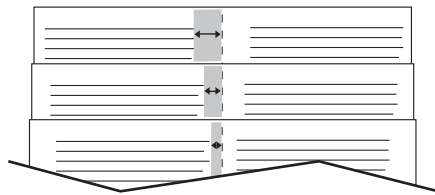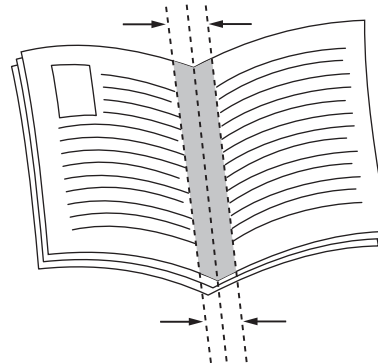
Creep   **Gutter**

The following additional booklet printing options are available in some drivers:

■ **Draw Page Borders**: Prints a border around each page.
■ **Target Paper Size**: Specifies the size of the paper for the booklet.
■ **Right to Left**: Reverses the order of the pages in the booklet.

To select booklet printing in a supported driver:

Operating System	Steps
Windows 2000 or later	1. Select the **Layout/Watermark** tab.
	2. Select the **Booklet Layout** option.
	If you are using the PostScript driver, click the **Booklet Options** button to specify the creep and gutter.
	3. If desired, select **Draw Page Borders** from the drop-down lists.
Mac OS X (version 10.2 and higher)	1. In the **Finishing Options** dialog box, select **Enable Booklet Printing**.
	2. If desired, specify the creep and gutter.
	3. If desired, specify the paper size from the **Target Paper Size** drop-down list.

Printing Separator Pages

A *separator* (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 separator pages.

To specify separators in a supported driver:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Paper/Output** tab. **2.** Click the button to the right of the **Paper** summary and select **Separators** from the drop-down list. **3.** Select the separator option and tray to use from the **Separators** dialog box.
Mac OS X (version 10.2 and higher)	**1.** In the **Print** dialog box, select **Printer Features** from the drop-down list. **2.** Under **Paper Feed Options**, select **Last Page Paper Source** drop-down list, and then select the tray to use for the separator.

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:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Paper/Output** tab. **2.** Click the button to the right of the **Paper** summary and select **Covers**. **3.** Select the cover option and tray to use from the **Covers** dialog box.
Mac OS X (version 10.2 and higher)	**1.** In the **Print** dialog box, select **Paper Feed**. **2.** Select **First page from**, and then select the tray to use for the covers. **3.** Under **Paper Feed Options**, select the tray to use for the cover pages from the **Last Page Paper Source** drop-down list. **Note:** For booklet printing, the cover page needs to be selected as the **Last Page Paper Source**.

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.

| 50% | 100% | 200% |
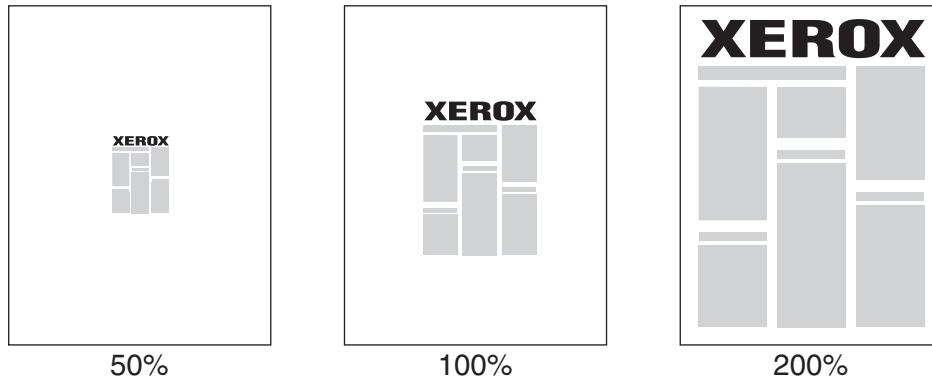
To select scaling in a supported driver:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Paper/Output** tab. **2.** Click the button to the right of the **Paper** summary and select either **Other Size** or **Advanced Paper Selection**. **3.** Select an option from the **Scale Options** drop-down list. **4.** If you select **Manually Scale**, enter a percentage in the percentage box.
Mac OS X (version 10.2 and higher)	**1.** Select **File**. **2.** Select **Page Setup**. **3.** Specify the percentage in the box for **Scale**.

See also:

Printing Edge-To-Edge

You can print documents to the edge of the page instead of having the standard margins.

To print documents to the edge of the page in a supported driver:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Advanced** tab. **2.** Set **Edge-To-Edge Printing** to **On**.
Mac OS X (version 10.2 and higher)	**1.** Submit your print job from your application. On the **Printer** drop-down list, select the **Phaser 4510** printer. **2.** On the pane selection drop-down list, select **Paper Feed Options**. **3.** Set **Edge-To-Edge Printing** to **On**.

Note: When **Edge-To-Edge Printing** is set to **On**, documents print to the edge of the page. When set to **Off**, documents are printed with standard margins.

See also:

Scaling on page 1-10

Printing Watermarks

A watermark is additional text that can be printed across one or more pages. For example, terms like Draft and Confidential, which you might stamp on a page before distribution, can be inserted with a watermark.
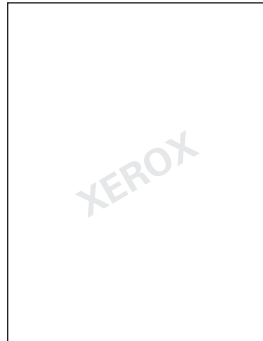
In some Windows drivers you can:

■ 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 a watermark in the foreground or background or blend with the print job.

■ Use a graphic for the watermark.

■ Use a time stamp for the watermark.

Note: Not all applications support watermark printing.

To select, create, and edit watermarks using a supported Windows driver:

Operating System	Steps
Windows 2000 or later	**1.** Select the **Layout/Watermark** tab. ■ To use an existing watermark, select it from the **Watermarks** drop-down list. ■ To modify the watermark, click the **Edit** button to display the **Watermark Editor** dialog box. ■ To create a new watermark, select **New**, and then use the **Watermark Editor** dialog box. **2.** In the **Watermarks** drop-down list for **Options**: ■ Select to print the watermark in the foreground or background or to blend it with the job. ■ Select to print the watermark on all pages or only on the first page.

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).

Note: The **Negative Output** and **Mirrored Output** options are only available in the PostScript driver.
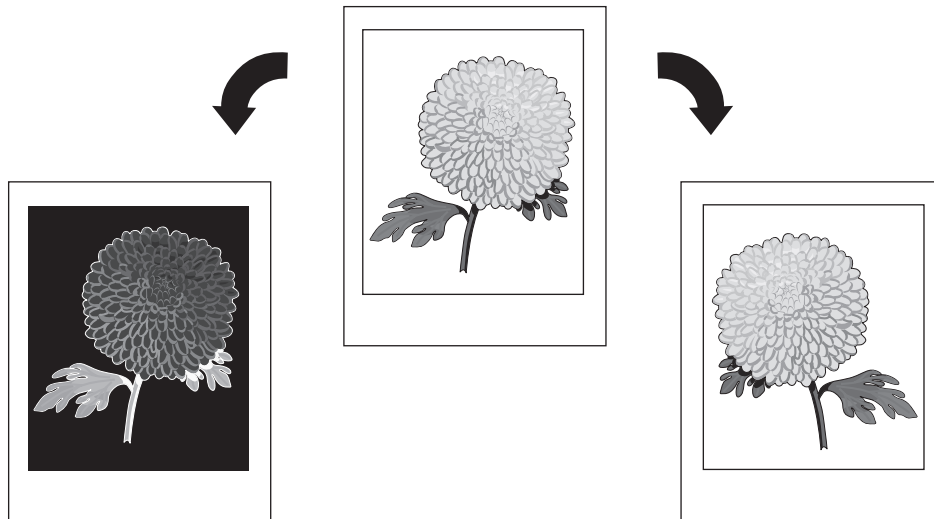
To select negative or mirror images in a supported driver:

Operating System	Steps
Windows 2000 or later PostScript Driver	**1.** Select the **Advanced** tab. **2.** Select **Yes** for **Mirrored Output** or **Negative Output.**

Creating and Saving Custom Sizes

Phaser 4510 printers can print on custom size paper from all trays. You can save custom size paper settings in a supported printer driver. Since these custom sizes are saved in your computer's operating system, they are available for you to select in your applications.

Note: For details about loading and printing custom size paper, see Printing Basics in the *User Guide* at www.xerox.com/office/4510support.

To create and save a new custom size in a supported driver:

Operating System	Steps
Windows 2000 or later	1. Select the **Paper/Output** tab.
	2. Click the button to the right of the **Paper** summary and select **Other Size**.
	3. In the **Paper Size Setup** dialog box, select **New** in the **Output Paper Size** drop-down list.
	4. In the **New Custom Size** dialog box, enter a descriptive name in the **Name** box and the dimensions in the **Width** and **Height** boxes.
	5. Click the **OK** button.
Mac OS X (version 10.2 and higher)	1. Select **Page Setup** from the **File** Menu.
	2. Select the **Phaser 4510** printer.
	3. In the **Paper Size** drop-down list select **Manage Custom Sizes**.
	4. Click the **+** button to add a new custom page size.
	5. Provide a descriptive name for the custom page size and enter the page size and margin information.

Job Completion Notification

You can select to be notified when your job is done printing. A message appears in the lower-right corner of your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is only available when your printer is connected to your computer over a network.

To select job completion notification in a supported driver:

Operating System	Steps
Windows 2000 or later	1. At the bottom of any tab, click the **More Status** button.
	2. In the **PrintingScout** menu, select either **Notify me when job has completed or failed** or **Notify me when job has completed**.
Mac OS X (version 10.2 and higher) driver	1. Select the **Troubleshooting** pane.
	2. Check the **Notify Me When My Job Completes** box.

Printing Special Job Types

This section includes:

- Sending Personal, Personal Saved, Secure, Proof, or Saved Print Jobs on page 1-17
- Sending Print With Jobs on page 1-18
- Printing or Deleting Secure Print Jobs on page 1-19
- Printing or Deleting Personal Print Jobs on page 1-19
- Printing or Deleting Proof and Saved Print Jobs on page 1-19
- Printing or Deleting Personal Saved Jobs on page 1-20

You can select one of the following special job types if your printer has a hard drive:

- **Personal Print**: Prints the job when you select your user name on the control panel or in CentreWare IS.
- **Secure Print**: Prints the job only after you enter the four-digit numeric password on the control panel.
- **Proof Print**: Prints only one copy of the job so that you can proof the copy. If you want to print additional copies, select the job name on the control panel.
- **Shared Saved Job**: Stores the job on the hard drive so you can print it on demand from the control panel. The job is not deleted after printing.
- **Personal Saved Job**: Stores the job on the hard drive, with your passcode so that only you can print it from the control panel in order to print it. The job is not deleted after printing.
- **Print With**: Prints existing stored personal and/or shared saved jobs along with the current job. The current job is deleted after printing.

Sending Personal, Personal Saved, Secure, Proof, or Saved Print Jobs

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

Operating System	Steps

Windows 2000 or later	**1.** Select the **Paper/Output** tab.
	2. Select the job type under **Job Type**.
	3. In the dialog box:
	  ■ For a secure job, enter your four-digit passcode.
	  ■ For a proof print or a shared saved print job, enter the name you want to give this job.
	  ■ For a personal saved job, enter your four-digit passcode and enter the name you want to give this job.
	4. Click the **OK** button.

Mac OS X (version 10.2 and higher)	In the **Print** dialog box, select the job type from the **Job Types** drop-down list.
	  ■ For a secure print or personal saved job, enter a four digit number, ranging from **0000** through **9999**, in the **Numeric Password** field.
	  ■ For a proof print or saved print job, enter a document name (up to 20 alpha characters) in the **Document Name** field.

Sending Print With Jobs

To select jobs to send with your current job in a supported driver:

Operating System	Steps
Windows 2000 or later	1. Select the **Paper/Output** tab. 2. Select **Print With** under **Job Type**. 3. In the **Print With** dialog box, select a personal saved or shared saved job from the list on the left to be printed with the current job, and then click the **Add** button to add it to the **Final Job** list on the right. 4. To change the order of the jobs to be printed, select a job to be moved in the list on the right, and then click the **Move Up** or **Move Down** button. 5. Click the **OK** button.
Mac OS X (version 10.2 and higher)	1. In the **Print** dialog box, select **Print With** from the **Job Types** drop-down list. 2. Enter a four digit number, ranging from **0000** through **9999**, in the **Numeric Password** field and click the **Set** button. 3. Select a personal saved or shared saved job from the list on the left to be printed with the current job, and then click the **Move Right** button. 4. To change the order of the jobs to be printed, select a job to be moved in the list on the right, and then click the **Move Up** or **Move Down** button.

Note: Print With jobs are not available for AppleTalk or USB connected printers.

Printing or Deleting Secure Print Jobs

To print or delete a secure print job, specify the four-digit password on the control panel:

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

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

6. If you submitted more than one secure print job with that password, select the desired job or select **All of Them**, and then press the **OK** button.
7. Select **Print and Delete** or **Delete**, and then press the **OK** button to print or delete the job.

Printing or Deleting Personal Print Jobs

To print or delete a personal print job, select your user name on the control panel:

1. Select **Walk-Up Features**, and then press the **OK** button.
2. Select **Personal Print Jobs**, and then press the **OK** button.
3. Select your User Name, and then press the **OK** button.
4. Select **Print and Delete** or **Delete**, and then press the **OK** button to print or delete all of your personal print jobs.

Printing or Deleting Proof and Saved Print Jobs

To print a saved print job, print the remaining copies of a proof print job, or delete a saved or proof print job, select the job name on the control panel:

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

Printing or Deleting Personal Saved Jobs

To print or delete a personal saved print job, select the job name on the control panel:

1. Select **Walk-Up Features**, and then press the **OK** button.
2. Select **Personal Saved Jobs**, and then press the **OK** button.
3. Select your job name, and then press the **OK** button.
4. Scroll to the correct number for the first digit of the numeric password, and then press the **OK** button to accept that digit.
5. Repeat Step 4 for the second, third, and fourth digits.

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

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

Using Fonts

2

This chapter includes:

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Types of Fonts

Your printer uses the following types of fonts:

■ Resident fonts
■ Fonts dowloaded into hard disk or flash memory
■ Fonts downloaded into printer memory
■ Fonts downloaded with your print job from the application

Adobe Type Manager (ATM) software enables your computer to display these fonts on your computer screen as they will appear in your prints.

If you do not have ATM on your computer:

1. Install it from the *Software and Documentation CD-ROM*.
2. Install the printer's screen fonts for your computer from the ATM folder.

Note: ATM is not supported on Windows 64-bit systems.

Downloading Fonts

To supplement the resident fonts (which are always available for printing), you can download fonts from your computer to the printer's memory or to the printer's hard drive or flash memory. Downloading fonts to a printer can improve printing performance and reduce network traffic.

You can list, print, and download PostScript, PCL, and TrueType fonts to your printer using the CentreWare Font Management Utility. This utility helps you manage fonts, macros, and forms on a printer's hard drive.

To download and install the Font Management Utility on Windows operating systems:

1. Go to www.xerox.com/office/pmtools.
2. Select your printer from the **Select Product** drop-down list.
3. Select your operating system.
4. Locate the CentreWare **Font Management Utility** option, and do one of the following:
   - Windows: Save the **.exe** file to your computer.
   - Macintosh: Select **Start** to download the **.hqx** file.
5. Install the font manager.

Note: If you turn off the printer, the fonts you download to memory are deleted. You must download them again when you turn on the printer. Fonts downloaded to the hard drive are not deleted when you turn off the printer.

Printing Font Samples

This section includes:

■ Using the Control Panel on page 2-4
■ Using CentreWare IS on page 2-4

Use one of the following options to print a list of available PostScript or PCL fonts:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To print either a PostScript or PCL font list on the control panel:

1. Select **Information**, and then press the **OK** button.
2. Select **Information Pages**, and then press the **OK** button.
3. Select either **PCL Font List** or **PostScript Font List**, and then press the **OK** button to print.

Using CentreWare IS

To view or print either a PostScript or PCL font list from CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Emulations** folder on the left navigation panel.
5. Select **Font Files**.
6. Select either **PostScript** or **PCL**.
7. Print the list of fonts from your browser.

Networking

3

This chapter includes:

This chapter provides detailed information for the system administrator. Additional information about print quality, maintenance, and troubleshooting issues is located in the *User Guide*.

See also:

User Guide at www.xerox.com/office/4510support

Printer Management Software

This section includes:

- CentreWare Internet Services (IS) on page 3-2
- CentreWare Web on page 3-3

CentreWare Internet Services (IS)

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. CentreWare IS gives administrators easy access to printer status, configuration, and diagnostic functions. It also provides users with access to printer status and special printing functions such as printing saved jobs. With CentreWare IS software, you can access and manage your printers over a TCP/IP network using a web browser.

CentreWare IS enables you to:

- Check supplies status from your desktop, saving a trip to the printer. Access job accounting records to allocate printing costs and plan supplies purchases.
- Define a network printer search and view a list of printers using Printer Neighborhood. The list provides current status information and allows you to manage printers independent of network servers and operating systems.
- Configure printers from your desktop. CentreWare IS makes it easy to copy settings from one printer to another.
- Set up and use a simple web-browser-based printing system. Marketing collateral, sales materials, business forms, or other standardized, frequently used documents can be saved as a group with their original driver settings then reprinted on demand at high speed from any user's browser. A printer with a hard drive is required to support these functions. In some printer models, a DX configuration is required to support these functions.
- Troubleshoot print-quality problems using built-in diagnostics.
- Define a link to your local web server's support page.
- Access online manuals and technical support information located on the Xerox website.

Note: CentreWare IS requires a web browser and a TCP/IP connection between the printer and the network (in Windows, Macintosh, or UNIX environments). TCP/IP and HTTP must be enabled in the printer. JavaScript is required to access the pages in Printer Neighborhood. If JavaScript is disabled, a warning message appears and the pages do not function properly.

For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

See also:

Using CentreWare Internet Services tutorial at www.xerox.com/office/4510support

CentreWare Web

CentreWare Web is a multi-vendor printer management, installation, and troubleshooting application. Use CentreWare Web to remotely manage, install, and troubleshoot printers on your network using a web browser. Printers are found through network or print server discovery and managed over TCP/IP networks using RFC-1759 SNMP (Simple Network Management Protocol).

With CentreWare Web you can:

■ Remotely add ports, queues, and drivers to Windows 2000, Windows XP, and Windows Server 2003.
■ Install, troubleshoot, upgrade, and clone wizards to aid all users in performing administrative tasks.
■ Install CentreWare Web on a server for availability to all clients on the network with Internet access.
■ Support multiple users and provide different levels of user access privileges for administrators or guests.
■ Discover printers on local and remote subnets.
■ Automatically discover printers as scheduled.
■ Generate reports.
■ Connect to printer web servers for additional printer-specific features, including help.

For more information, go to www.xerox.com/office/pmtools, and select your specific printer model.

Windows 2000 or Later

This section includes:

Preliminary Steps

These preliminary steps must be performed for all printers:

1. Verify that the printer is plugged in, turned **On**, and connected to an active network.
2. Verify that the printer is receiving network information by monitoring the LEDs on the back of the printer or on the CentreDirect External Print Server. When the printer is connected to a functioning network and receiving traffic, its link LED is green, and its amber traffic LED is flashing rapidly.
3. Proceed to Quick CD-ROM Install Steps or Other Methods of Installation for the installation method desired.
4. Print the Configuration page and keep it for reference.

Quick CD-ROM Install Steps

To install the printer driver:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive. If the installer does not launch, do the following:
   a. Click **Start**, and then click **Run**.
   b. In the **Run** window, type: **<CD drive>:\INSTALL.EXE**.
2. Select your desired language from the list.
3. Select **Install Printer Driver**.
4. Read the Xerox Software License Agreement.
5. Click **I Agree** to accept the License Agreement.
6. In the **Select Printer** dialog box, the default **Use Walk-Up Technology (recommended for network printers)** is selected. Click **Next**.
7. Follow the Use Walk-Up Technology instructions displayed.
8. Click **Exit Program**.

Note: If the Walk-Up Technology dialog box remains onscreen after you have completed Steps 1–6, click the **Cancel** button, and then click **Select from the following discovered printers**. Follow the onscreen prompts to complete the installation procedure.

Other Methods of Installation

Your printer can also be installed on a network using one of these methods:

■ Microsoft TCP/IP Protocol
■ Microsoft IPP Port

You can monitor or configure your printer with CentreWare IS and a web browser if your printer is connected to a network with the TCP/IP protocol enabled.

Note: The CentreWare methods are not discussed in this section. See Printer Management Software on page 3-2 (CentreWare IS).

Microsoft TCP/IP Protocol

Note: For Windows XP, select **Classic Look** or the Windows XP procedures will not match the steps below. To select Classic Look, click **Start**, click **Control Panel**, and then click **Taskbar and Start Menu**. Select the **Start Menu** tab, and then select the **Classic Start menu**. Click **OK**.

To verify that TCP/IP is installed:

1. Right-click the **My Network Places** icon on the desktop, and then click **Properties**.
2. Right-click **Local Area Connection**, and then click **Properties**.
3. Click the **General** tab to verify that **Internet Protocol (TCP/IP)** is installed.
   ■ If the Internet Protocol (TCP/IP) box is checked, the software is installed.
   ■ If the Internet Protocol (TCP/IP) box is not checked, the software is not installed. Install TCP/IP software using the documentation provided by Microsoft, and then return to this document.

Adding the Printer

To add the printer:

1. On the desktop click **Start**, and then click **Settings**.
2. Select one of these options:
   ■ **Windows 2000**: Click **Printers**, double-click **Add Printer** to launch the Add Printer Wizard, and then click **Next**.
   ■ **Windows XP or Windows Server 2003**: Click **Printers and Faxes**. Double-click **Add Printer** to launch the Add Printer Wizard, and then click **Next**.
3. Click the **Local Printer** button, and then click **Next**.
4. Click the **Create a New Port** button.
5. Select **Standard TCP/IP Port** from the New Port Type drop-down menu, and then click **Next**.
6. Click **Next**.

7. Enter the IP Address of the printer you want to use in the **Printer Name or IP Address** edit box. Click **Next**.

8. Select one of these options:

- Click **Finish** in the **Confirmation** window if the data is correct.
- Click the **Back** button to correct the data if it is incorrect, and then click **Finish** in the **Confirmation** window.

Configuring the Printer

To configure the printer:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive and click **Have Disk**.

2. Click the **Browse** button, and then select the directory which contains the Windows 2000 or Windows XP drivers.

3. Select the ***.INF** file, and then click **Open**.

4. Verify that the path and filename are correct, and then click **OK**.

5. Enter a name for the printer and select whether you want that printer to be the default. Click **Next**.

6. Select one of these options:

- If the printer is not shared, click **Next**.
- If the printer is shared, enter a **Share Name**, check the **Share** box, and then click **Next**.

Printing a Test Page

You are prompted to print a test page.

1. Select one of these options:

- Click **Yes** to print a test page, and then click **Next**.
- Click **No** if you do not want to print a test page, and then click **Next**.

2. Select one of these options in the **Completing the Add Printer Wizard** screen:

- Click the **Finish** button if the data presented is correct. Proceed to Step 3.
- Click the **Back** button to correct the data if incorrect, and then click **Finish** in the Add Printer Wizard when the data is correct. Proceed to Step 3.

3. If you printed a test page, you are prompted to confirm that the test page printed:

- Click **Yes** if the test page printed successfully.
- Click **No** if the test page did not print or printed incorrectly.

See also:

Microsoft IPP Port

Follow these steps to obtain the printer's URL and create an Internet Printing Protocol (IPP) printer.

Obtaining the Printer's URL (Network Path)

To obtain the printer's URL:

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 **Protocols** folder on the left sidebar.
5. Select **IPP**. The Network Path field on the IPP Settings page displays the printer's URL.

Creating an IPP Printer

To create an IPP printer:

1. On the desktop, click **Start**, click **Settings**, and then click **Printers**.
2. Double-click **Add Printer** to launch the Microsoft Add Printer Wizard.
3. Select **Network Printer**, and then click **Next**.
4. When prompted for **URL** (Windows 2000, Windows XP), enter the printer's URL in the following format:

   http://printer-ip-address/ipp

   Note: Substitute your printer's IP address or DNS name for printer-ip-address.

5. Click **Next**.

Configuring the Printer

To configure the printer:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive and click **Have Disk**.
2. Click the **Browse** button, and then select the directory which contains the Windows 2000 or Windows XP drivers.
3. Select the ***.INF** file, and then click **Open**.
4. Verify that the path and filename are correct, and then click **OK**.
5. Enter a name for the printer and select whether you want that printer to be the default. Click **Next**.
6. Select one of these options:
   - If the printer is not shared, click **Next**.
   - If the printer is shared, enter a **Share Name**, check the **Share** box, and then click **Next**.
7. Click **Next**.

Windows 64-Bit Server to 32-Bit Client Installation

To install from a 64-Bit Server in Windows XP and Windows Server 2003:

1. Locate and install the 64-bit Windows driver from the *Software and Documentation CD-ROM*.
2. Right-click on **My Computer**, and then select **Manage**.
3. Expand **Local Users and Groups**, and then double-click the **Groups** folder.
4. Double-click on **Administrators**, and then click the **Add** button.
5. Type the 32-bit client's login name, and then click **OK**.

To install from a 32-Bit Client:

1. Insert the *Software and Documentation CD-ROM* and close the installer window.
2. Open **My Network Places**, and then browse to the 64-bit system.
3. Double-click on **Printers and Faxes**.
4. Select **File**, and then select **Server Properties** from the drop-down list.
5. On the **Drivers** tab, click the **Add** button.
6. Click **Next**, select **Have Disk**, and then click **OK**.
7. Browse to the 32-bit driver on the *Software and Documentation CD-ROM,* and open the **Windows** folder.
8. Open the appropriate language folder, select the **.inf** file, and then click **OK**.
9. Choose your **Printer**, and then click **Next**.
10. Select **Intel Box for Windows XP**, and then click **Next**.
11. Click **Finish**.
12. In the **My Network Places** dialog box, double-click the 64-bit system, and then select **Yes**.

Windows 2000 or Later Troubleshooting

Note: For Windows XP, select Classic Look or the Windows XP procedures will not match the steps below. To select Classic Look, click **Start**, click **Control Panel**, and then **Taskbar and Start Menu**. Select the **Start Menu** tab, and then select **Classic Start menu**. Click **OK**.

This Troubleshooting section assumes you have completed the following tasks:

■ Loaded a Phaser printer PCL or PostScript printer driver.
■ Printed and kept a current copy of the Configuration page.

Verifying Settings

To verify settings:

1. Verify the settings on the Configuration page.
   ■ **IP Address Source** is set to: **DHCP**, **Control Panel**, **BOOTP**, or Auto IP (depending on your network configuration).
   ■ **Current IP Address** is set correctly. (Note this address if it is assigned by Auto IP, DHCP, or BOOTP.)
   ■ **Subnet Mask** is set correctly (if used).
   ■ **Default Gateway** is set correctly (if used).
   ■ **LPR** is enabled. Verify that the LPR and AppSocket settings are set as desired.
   ■ **Interpreters**: **Auto**, **PCL**, or **PostScript** (depending on your driver).
2. Verify that the client is logged into the network and printing to the correct print queue. The user should also have access to the Phaser printer queue.

Verifying Driver Installation

To verify driver installation:

1. Right-click **My Network Places** on the desktop, and then click **Properties**.
2. Right-click **Local Area Connection**, and then click **Properties**.
3. Select the **General** tab. View the list of installed network protocols to verify that TCP/IP is installed. (For more information, contact your network administrator.)
4. Click **Install** to install any components not listed, and then restart your computer.
5. Click **Start**, click **Settings**, and then click **Printers**.
6. Right-click the printer icon, and then click **Properties**.
7. Select the **Advanced** tab. Verify that the correct printer driver is installed.
8. Select the **Ports** tab. Verify that the IP Address in the **Print to the Following Ports** list is identical to the one on the Configuration page. You may need to click the **Configure Port** button to see the IP address. If necessary, re-select the TCP/IP number used for the printer.

Printing a Test Page

To print a test page:

1. Select the **General** tab.
2. Click **Print Test Page**. If the printer does not print, select **PhaserSMART Technical Support** on the **Troubleshooting** tab of your Windows printer driver to access PhaserSMART Technical Support.

See also:

www.xerox.com/office/4510support

Macintosh

This section includes:

Requirements

- A workstation with the appropriate printer driver installed.
- A working knowledge of the operating system, Mac OS X, version 10.2 or higher, being used on the workstation.
- Proper cabling to connect the printer to the network.

Quick CD-ROM Install Steps

To use the quick CD-ROM installation option:

1. Insert the *Software and Documentation CD-ROM* into the computer's CD-ROM drive.
2. Double-click the installer on the *Software and Documentation CD-ROM* to install the printer driver.

Enabling or Using TCP/IP or AppleTalk for Mac OS X, Version 10.2 and Higher

Verify that you are running Mac OS X, version 10.2 or higher. The previous versions of Mac OS X do not fully support PostScript printing and printer features.

Setting Up the Macintosh Ethernet Port for TCP/IP

To set up your Macintosh for TCP/IP:

1. Select **Network** from the **System Preferences** application.
2. Select **Built-In Ethernet** from the **Show** menu.
3. Specify how you will obtain the IP address from the **TCP/IP** tab:
   - **Manually**: Specify the IP address, **Subnet Mask**, **Router Address**, and **Name Server Address** in the dialog box.
   - **Using DHCP**: Automatically finds the IP address.
4. Click **Apply**, and then close the dialog box.

See also:

Online Support Assistant www.xerox.com/office/4510support

Setting Up the Macintosh Ethernet Port for AppleTalk

To set up your Macintosh for AppleTalk:

1. Select **Network** from the **System Preferences** application.
2. Select **Built-In Ethernet** from the **Show** menu.
3. Select **Make AppleTalk Active** in the **AppleTalk** tab.
4. Click **Apply**, and then close the dialog box.

Creating an LPR Printer with Mac OS X, Version 10.2 and Higher

To create an LPR printer:

1. Open the **Print Center** utility. In Mac OS X, version 10.3 or higher, open the **Printer Setup Utility**. The utility is located in a directory called **Utilities** in the **Applications** directory.
2. Select **Add**, then select one of the following options:
   - **Version 10.2**: Select **IP Printing** from the pull-down menu.
   - **Version 10.3 and higher**: Select **LPD/LPR** in the **Printer Type** field.
3. Enter the printer's IP address in the **Printer Address** field.
4. Select the appropriate **PPD** from the list in the **Printer Model** pull-down list. If your printer PPD is not listed, install it from the *Software and Documentation CD-ROM*.
5. Click **Add** to complete the configuration.

Creating an AppleTalk Printer with Mac OS X, Version 10.2 and Higher

To create an AppleTalk printer:

1. Verify that **AppleTalk** is enabled in **System Preferences**.
2. Open the **Print Center** utility. In Mac OS X, version 10.3 or higher, open the **Printer Setup Utility**. The utility is located in a directory called Utilities in the Applications directory.
3. Select **Add Printer**, and then select **AppleTalk** from the pull-down list.
4. Select the appropriate zone.
5. Select your printer from the list provided.
6. Select the appropriate **PPD** from the list in the **Printer Model** drop-down list. If your printer PPD is not listed, install it from the *Software and Documentation CD-ROM*.
7. Click **Add** to complete the configuration.

See also:

Online Support Assistant at www.xerox.com/office/4510support

Creating a Bonjour Printer with Mac OS X, Version 10.2 and Higher (Recommended)

To create a Bonjour printer:

1. Open the **Print Center** utility. In Mac OS X, version 10.3 or higher, open the **Printer Setup** utility. The utility is located in Utilities in the Applications directory.
2. Select one of the following options:
   ■ **Version 10.2**: Click **Add**.
   ■ **Version 10.3**: From the top pull-down menu, select **Bonjour**.
   ■ **Version 10.4 and higher**: Select your printer from the list and ensure **Bonjour** and not Apple Talk is in the **Connection** column. Your PPD is automatically selected.

   A list appears displaying name of your printer, followed by a series of numbers. For example, *Your Printer's Name xx:xx:xx*. Each numbered segment represents the last section of your printer's hardware address. Your PPD is automatically selected.
3. Click **Add** to complete the installation.

Macintosh Troubleshooting (Mac OS X, Version 10.2 and Higher)

The following procedure eliminates cabling, communication, and connection problems. Once you complete these steps, print a test page from your software application.

Note: If the job prints, no further system troubleshooting is necessary. If there are print-quality problems, see the *User Guide* at www.xerox.com/office/4510support.

Mac OS X, Version 10.2 and Higher Troubleshooting

Perform these steps *only* for Mac OS X, versions 10.2 and higher:

1. Open the **Network Utility**, and then click the **Ping** tab.
2. Enter the printer's IP address.
3. Click **Ping**. If you do *not* get a response, confirm that your TCP/IP settings are correct for your printer and computer.
4. For **AppleTalk**, follow the steps below. For **TCP/IP** proceed to Step 5.
   a. From the printer's control panel, verify that **EtherTalk** is enabled. If it is not, enable it in the control panel, and then reset the printer.
   b. Print the Configuration page and verify that **EtherTalk** is enabled.
   c. From the Configuration page, verify the **Zone**. If you have multiple zones on your network, verify that your printer appears in the desired zone.
5. If you are still unable to print, access **PhaserSMART** Technical Support through CentreWare IS:
   a. Launch your web browser.
   b. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
   c. Select **Support**.
   d. Click the **PhaserSMART Diagnostic Tool** link to access PhaserSMART.

See also:

www.xerox.com/office/4510support

UNIX (Linux)

Your printer supports connection to a variety of UNIX platforms through the parallel and network interface. The workstations currently supported by CentreWare for UNIX/Linux to a network-connected printer are:

- Sun Solaris
- IBM AIX
- Hewlett-Packard HP-UX
- DEC UNIX
- Linux (i386)
- Linux (PPC)
- SGI IRIX

The following procedures enable you to connect your printer using any of the supported versions of UNIX or Linux listed above.

Quick Install Steps

Perform the following procedures to set up the printer and install the appropriate drivers.

From the Printer

To set up the printer:

1. Verify that both TCP/IP protocol and the proper connector are enabled.
2. On the control panel, select one of these IP address options:
   - Allow the printer to set up a DHCP address.
   - Enter the IP address manually.
3. Print the Configuration page and keep it for reference.

From Your Computer

To install the printer:

1. Go to www.xerox.com/drivers.
2. Select the product type, the product family, and then select the model.
3. Click the **Drivers & Downloads** link.
4. Select **Unix** from the **Operating System** drop-down menu, and then click **Go**.
5. From the list of files provided, click the **Printer Package for use with CentreWare for Unix** link. The File Download screen appears displaying information about the download file.
6. Click the **Start** button to install the Unix driver.
7. Print a test page and verify the print quality of the printed page.

Note: If print-quality problems exist, or your job did not print, see the *User Guide* at www.xerox.com/office/4510support or access PhaserSMART Technical Support through CentreWare IS.

To access PhaserSMART Technical Support:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Select **Support**.
4. Click the **PhaserSMART Diagnostic Tool** link to access PhaserSMART.

Managing Your Printer

4

This chapter includes:

■ Printer Settings on page 4-2
■ Printer Security on page 4-15
■ Analyzing Printer Usage on page 4-18

Printer Settings

This section includes:

Printer Control Settings

This section includes:

Setting the Control Panel Language

To select the control panel language, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To select the default language on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Control Panel Setup**, and then press the **OK** button.
3. Select **Language**, and then press the **OK** button.
4. Select the desired language, and then press the **OK** button.

Using CentreWare IS

To change the default control panel language using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.
5. Select the language from the **Set Control Panel Language** drop-down list.
6. Click the **Save Changes** button at the bottom of the screen.

Setting Control Panel Accessibility Behavior

Control panel accessibility settings modify the control panel behavior to improve accessibility for some individuals with disabilities. There are two control panel accessibility settings:

■ **Off**: The control panel times out after a short period of no activity. Holding down a key results in multiple entries of that key.

■ **On**: The control panel does not time out. Holding down a key does not result in multiple entries of that key.

To adjust the control panel accessibility settings, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To turn on/off control panel accessibility on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Control Panel Setup**, and then press the **OK** button.
3. Select **Accessible Control Panel**, and then press the **OK** button.
4. Select **On** or **Off**, and then press the **OK** button.

Using CentreWare IS

To turn on/off control panel accessibility using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel.
5. Select **Printer Defaults**.
6. In the **Accessible Control Panel** drop-down list, select **On** or **Off** to change the setting.
7. Click the **Save Changes** button at the bottom of the screen.

Setting the Printer Date and Time

Some printer features, like Scheduled Warmup mode and Job Accounting, rely on the printer date and time settings to initiate functions and report usage information. To change the printer date and time, use one of the following options:

- The printer's control panel
- CentreWare IS

Using the Control Panel

To change the printer's date and time setting on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Printer Controls**, and then press the **OK** button.
3. Select **Date and Time**, and then press the **OK** button. The printer displays the current settings for the **Year**, **Month**, **Day**, **Hour**, **Minute**, and **Second**.
4. To change one of the date/time settings:
    a. Select the appropriate setting, and then press the **OK** button.
    b. Press the **Up Arrow** or **Down Arrow** button to select a value, and then press the **OK** button.

Using CentreWare IS

To change the printer's date and time setting using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Date and Time**. The window displays the printer's current date and time setting.
5. To change the date or time, select the new values from the drop-down lists.
6. Click the **Save Changes** button at the bottom of the screen.

Controlling Startup Page Printing

The printer can produce a Startup page each time the printer is turned on or reset. The factory default is **On**. You can print the Startup page at any time from the **Information Pages** menu.

To turn on/off automatic printing of the Startup page, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To turn on/off automatic printing of the Startup page on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Printer Controls**, and 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 using CentreWare IS:

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

Printing the Startup Page from the Control Panel

To print the Startup page on the control panel:

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

Changing the Power Saver Timeout

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 control 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.

To change the Power Saver Timeout value, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To change the Power Saver Timeout value on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Printer Controls**, and then press the **OK** button.
3. To disable Power Saver Timeout, select **Power Saver**, and then change the setting to **Off**.
4. To set a specific timeout, select **Power Saver Timeout**, and then press the **OK** button.

   Press the **Up Arrow** or **Down 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.

Using CentreWare IS

To change the Power Saver Timeout value using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then click **Warmup**.
5. Select a value from the **Power Saver Timeout** drop-down list.
6. Click the **Save Changes** button at the bottom of the page.

Setting the Timing of the Low Toner Warning

The printer detects when toner is running low and displays a warning message on the control panel. You can set the supply level at which the warning message first appears based on the approximate number of remaining pages that can be printed with each item. The default is 500 remaining pages.

To set timing for the Low Toner Warning message, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To select the timing for the Low Toner Warning message on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Printer Controls**, and then press the **OK** button.
3. Select **Low Toner Warning Level**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the desired value, and then press the **OK** button.

Note: The value can be adjusted in increments of 500 pages.

Using CentreWare IS

To select the timing for the Low Toner Warning message using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.
5. Select a value on the **Low Toner Warning** drop-down list to change the setting.
6. Click the **Save Changes** button at the bottom of the screen.

Controlling Print Density

The Print Density setting controls the darkness of your prints. The Print Density range is 0 to 15, with 15 printing the darkest. The default value is 8.

To specify the Print Density setting, use one of the following options:

- The printer's control panel
- CentreWare IS

Using the Control Panel

To specify the Print Density setting on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **General Setup**, and then press the **OK** button.
3. Select **Print Density**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to select the desired value, and then press the **OK** button.

Using CentreWare IS

To specify the Print Density setting using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.
5. Change the setting in the **Print Density** field.
6. Click the **Save Changes** button at the bottom of the page.

Controlling Print Quantity

The Print Quantity setting controls the number of copies the printer prints for each print job.

To specify the Print Quantity setting, use one of the following options:

- The printer's control panel
- CentreWare IS

Using the Control Panel

To specify the Print Quantity setting on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **General Setup**, and then press the **OK** button.
3. Select **Print Quantity**, and then press the **OK** button.
4. Press the **Up Arrow** or **Down Arrow** button to set the value from 1 to 999, and then press the **OK** button.

Using CentreWare IS

To specify the Print Quantity setting using CentreWare IS:

1. Launch your web browser.

2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).

3. Click **Properties**.

4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.

5. Change the setting in the **Print Quantity** field.

6. Click the **Save Changes** button at the bottom of the page.

Controlling Printing with Low Toner

To maximize toner, the printer can be set to continue to print when the toner is low. This is the default setting. To ensure print quality when the toner is low, the printer can be set to immediately display an out-of-toner error and stop printing.

To specify the Print With Low Toner setting, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To specify the Print With Low Toner setting on the control panel:

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

2. Select **General Setup**, and then press the **OK** button.

3. Select **Print With Low Toner**, and then press the **OK** button.

4. Press the **OK** button to select either **On** or **Off**.

To print with low toner, set the value to **On**.

Using CentreWare IS

To specify the Print with Low Toner setting using CentreWare IS:

1. Launch your web browser.

2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).

3. Click **Properties**.

4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.

5. Change the setting in the **Print With Low Toner** drop-down list.

To print with low toner, set the value to **On**.

6. Click the Save Changes button at the bottom of the page.

Paper Handling Settings

This section includes:

Setting Tray 1 Mode and Tray 2-N Mode

The Tray 1 Mode and Tray 2-N Mode setting define the printer's media handling behavior to better fit the kind of printing you want to do. Two modes determine how paper size and type are set for Tray 1 and for Trays 2-N, and which tray is used if you do not select a specific tray:

Dynamic (Factory default for Tray 1 Mode)	The dynamic setting prompts the printer to search the trays to find the paper size and type to match your print job. If no size and type matches are found and the media size and type have not been configured at the printer's control panel, the printer will print from the highest priority unconfigured tray and set the paper type and size from the print job. The default tray priority is Tray 2, 3, 4, and then 1.
Static (Factory default for Tray 2-N Mode)	The static setting enables the user to select the paper size and type settings for the trays using the Paper Tray Setup menu option on the printer's control panel. To print from a tray, the paper size and type of your print job must match the tray's paper size and type settings on the control panel.

To select the tray mode setting, use one of the following options:

- The printer's control panel
- CentreWare IS

Using the Control Panel

To select a Tray 1 Mode or Tray 2-N Mode setting on the control panel:

1. Select **Paper Tray Setup**, and then press the **OK** button.
2. Select **Tray 1 Mode** or **Tray 2-N Mode**, and then press the **OK** button.
3. Select the appropriate setting, and then press the **OK** button.

Using CentreWare IS

To select a Tray 1 Mode or Tray 2-N Mode setting using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.

5. In either the **Tray 1 Mode** or **Tray 2-N** drop-down list, select the appropriate setting.

6. Click the **Save Changes** button at the bottom of the page.

Setting the Duration of the Tray 1 Prompt or the Tray 2-N Prompt

The tray prompt settings specify the amount of time the prompt displays on the control panel after paper is loaded in the trays. The tray prompt requests the user to confirm the current tray setup or to specify the correct paper type and size.

Duration	Behavior
None	Turns the tray setup prompt off. Factory default for Trays 2-4.
30 Seconds	Displays the tray setup prompt for 30 seconds after paper is loaded in the tray. Factory default for Tray 1.
Infinite	Displays the tray setup prompt after paper is loaded in the tray until a control panel selection is made. The printer will not print until a selection is made.

To select a Tray 1 or Tray 2-N prompt setting, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To select the tray prompt setting on the control panel:

1. Select **Paper Tray Setup**, and then press the **OK** button.

2. Select either **Tray 1 Prompt** or **Tray 2-N Prompt**, and then press the **OK** button.

3. Select the appropriate duration, and then press the **OK** button.

Using CentreWare IS

To select the tray prompt setting using CentreWare IS:

1. Launch your web browser.

2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).

3. Click **Properties**.

4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.

5. In either the **Tray 1 Prompt** or **Tray 2-N Prompt** drop-down list, select the appropriate setting.

6. Click the **Save Changes** button at the bottom of the page.

Changing the 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 control panel displays a message requesting you to load the appropriate paper. The Load Paper Timeout value controls the amount of time the printer waits before printing on another type or size of paper.

To change the Load Paper Timeout value, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To change the Load Paper Timeout value on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Paper Handling Setup**, and then press the **OK** button.
3. Select **Load Paper Timeout**, and then press the **OK** button.
4. Scroll to the desired timeout value. 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.
5. Press the **OK** button to save the change.

Using CentreWare IS

To change the Load Paper Timeout value using CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **General** folder on the left navigation panel, and then select **Printer Defaults**.
5. In **Timeout Settings**, scroll to the desired **Load Paper Timeout** value. 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.
6. Click the **Save Changes** button at the bottom of the screen.

Setting the Default Paper Destination

The printer has one output tray located on the top of the printer. If the 500-sheet stacker is installed, the following output options are available:

- Standard Output Tray
- Stacker

To select the default Paper Destination setting, use one of the following options:

- The printer's control panel
- CentreWare IS

Using the Control Panel

To select the default Paper Destination in the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Paper Handling Setup**, and then press the **OK** button.
3. Select **Paper Destination**, and then press the **OK** button.
4. Select the appropriate tray, and then press the **OK** button.

Using CentreWare IS

To select the default Paper Destination using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select **General** on the left navigation panel, and then select **Printer Defaults**.
5. Select the appropriate tray in the **Paper Destination** drop-down list.
6. Click **Save Changes** at the bottom of the page.

Selecting the Default for Offsetting Output

When you send output to the output tray or the stacker tray, the copies or jobs can be offset in the tray. Offsetting shifts the pages in the output tray for each job or each copy of a collated job.

Note: The offsetting of jobs works only if **Offset Collated Sets** is set to **Disabled** in the print driver. **Offset Collated Sets** is located on the **Advanced** tab of the driver.

To select the default setting for offsetting output, use one of the following options:

■ The printer's control panel
■ CentreWare IS

Using the Control Panel

To select the default setting for offsetting output on the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Paper Handling Setup**, and then press the **OK** button.
3. Scroll to **Job Offset**, press the **OK** button to select either **On** or **Off**.

Using CentreWare IS

To select the default setting for offsetting output using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select **General** on the left navigation panel, and then select **Printer Defaults**.
5. In the **Job Offset** drop-down list, select **None**, **End of Job**, or **End of Set**.
6. Click the **Save Changes** button at the bottom of the page.

Printer Security

This section includes:

■ Selecting Administrative Settings on page 4-15
■ Selecting Printing Security Settings on page 4-16
■ Configuring HTTPS on page 4-16
■ Managing Certificates on page 4-16
■ Configuring 802.1X on page 4-17
■ Locking the Control Panel Menus on page 4-17

CentreWare IS enables you to configure varying levels of user access, printer feature authorization, and control panel selections in the following settings:

■ Administrative Security Settings
■ Printing Security Settings
■ Configure HTTPS
■ Manage Certificates
■ Configure 802.1X
■ Control Panel Lockout Setting

For more information about these settings, click the **Help** (**?**) button in CentreWare IS.

Selecting Administrative Settings

Administrative settings in CentreWare IS enable you to select settings based on three levels of user security:

■ **Any user**: Includes the majority of people who will be sending print jobs to the printer.
■ **Key user**: A person who has some administrative responsibilities and who manages some or all of the printer functions.
■ **Administrator**: The person with the ultimate management responsibility and authority for controlling all functions of the printer.

To prevent unauthorized changes to printer settings, select appropriate user rights in CentreWare IS:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Security** folder on the left navigation panel, and then select **Administrative Security Settings**.
5. Enter the appropriate **Administrator** and **Key User** information.
6. Select the appropriate feature authorization settings for each user category in the **Feature Authorization** table.
7. Click the **Save Changes** button at the bottom of the screen.

Selecting Printing Security Settings

Security settings for printing enable you to:

■ Remove unprinted secure, personal, and proof jobs.
■ Overwrite hard drive security options.
■ Select jam recovery options.

To set printing security settings:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Security** folder on the left navigation panel, and then select **Printing Security Settings**.
5. Select the appropriate options.
6. Click the **Save Changes** button at the bottom of the screen.

Configuring HTTPS

To select when to use HTTPS (SSL):

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Security** folder on the left navigation panel, and then select **HTTPS**.
5. Select the appropriate options.
6. Click the **Save Changes** button at the bottom of the screen.

For more information, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Managing Certificates

To manage certificates:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Security** folder on the left navigation panel, and then select **Certificates**.
5. Use the **Manage Certificates** page to:
   ■ View or save existing certificates
   ■ Install certificates
   ■ Create certificates or certificate signing requests (CSR)
   ■ Delete certificates

For more information, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Configuring 802.1X

To configure 802.1X authentication settings on the printer web server:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. Select the **Security** folder on the left navigation panel, and then select **802.1X**.
5. Either click the **Advanced** button to display the **802.1X Advanced Configuration** page, or click the **Configuration Wizard** button to display a series of pages that guide you through 802.1X configuration.

For more information, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Locking the Control Panel Menus

Lock the control panel menus to prevent others from changing settings in the printer setup menus. To lock or unlock the printer's control panel menus:

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. On the left navigation panel select the **Security** folder, and then select **Control Panel Lockout**.
5. Click the check box for each control panel menu item you want to lock.
6. Click the **Save Changes** button at the bottom of the page.

Analyzing Printer Usage

This section includes:

Job Accounting

Job accounting is available through CentreWare IS and CentreWare Web.

The printer stores information about print jobs in a log file. The log file is stored either in the printer's RAM memory or on the hard drive if one is installed in the printer.

The log file lists job records. Each record contains fields such as user name, job name, pages printed, job times, and toner or ink used. Not all fields are supported by all printers. For more information, go to the *CentreWare IS Online Help* or *CentreWare Web Online Help*.

The job accounting values reported vary depending on the protocol and print command used when each job was printed. For example, using NPRINT over NetWare provides the printer with the most information about the job being printed. When using Windows and NetWare, the job name is often LST: or LST:BANNER. Other jobs from other ports may provide less information about the job.

Using CentreWare IS

To access job accounting information using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. On the right side of the main CentreWare IS page, click **Jobs**.

The Job Accounting Links page provides links that enable you to browse, download, and clear job accounting records.

For complete information on CentreWare IS job accounting, including clearing job information, downloading job information to a file, and job accounting file formats, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Usage Profile Reports

The printer generates reports accessible through CentreWare IS that detail device usage. Usage profile reports track multiple items, including:

■ Printer information, such as printer name, date installed, total pages printed, options installed, and network ID.

■ Supplies usage data, such as toner or ink. By tracking supplies usage, you can order supplies before they reach their end of life.

■ Media and tray information, such as how often prints are made on paper compared to transparencies, and how often each tray is used.

■ Job characteristics, such as size and timing of jobs.

To set up usage profile reporting:

1. Launch your web browser.

2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).

3. Select **Jobs**.

4. On the left navigation panel, select **Usage Profile Reports**.

5. Click the **Usage Profile Properties** link. Follow the instructions on the page to set up reports.

6. Click the **Save Changes** button at the bottom of the screen.

For complete information about usage profile reporting, including descriptions of each field in the report, click the **Help** button in CentreWare IS to go to *CentreWare IS Online Help*.

Using CentreWare IS

To send a usage profile report using CentreWare IS:

1. Enter the printer's IP address in your browser's **Address** field (http://xxx.xxx.xxx.xxx).

2. Click **Jobs**.

3. On the left navigation panel, select **Usage Profile Reports**.

4. Enter the desired email address in the **Send to Specific Address** field.

5. Click the **Send Usage Profile Report** button.

Note: To send usage profile reports using email, MaiLinX must be properly set up. See MaiLinX Alerts on page 4-20.

MaiLinX Alerts

MaiLinX alerts enable the printer to automatically send email to the system administrator and others under the following conditions:

- When printer errors, warnings, and alerts occur.
- When the printer requires attention (for example, when service is required or supplies need to be replenished).
- When a reply to a CentreWare IS Remote Internet Printing message is desired. For more information about CentreWare IS Remote Internet printing, click the **Help** button in CentreWare IS to go to *CentreWare IS Online Help*.

Three designated users can receive messages:

- SysAdmin
- Service
- Key

Printer messages reporting errors, alerts, and warnings can be individually assigned to any of these users. You can customize the message text and the subject line in the Status Notification messages. Status Notification is supplied by the printer's Simple Mail Transport Protocol (SMTP) client.

Setting Up CentreWare IS Status Notification

To set up status notification using CentreWare IS:

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx).
3. Click **Properties**.
4. On the left navigation panel, select **Mail Alerts**.
   Follow the instructions on the page to select mail alert options.
5. Click the **Save Changes** button at the bottom of the screen.

For complete information about CentreWare IS Status Notification, click the **Help** button in CentreWare IS to go to *CentreWare IS Online Help*.

Xerox Usage Analysis Tool

The Xerox Usage Analysis Tool is a Windows client/server application that enables system administrators to automatically track Xerox printer usage and obtain job accounting records. The tool supports large networks with many users and printers. Job accounting and printer usage data is stored in a database. The application can be run on multiple clients using a single server. The data can be exported to a spreadsheet for viewing, analysis, and billing.

Go to www.xerox.com/office/uat for complete information about using the Xerox Usage Analysis Tool provided by the application's online help system.

Printer Specifications A
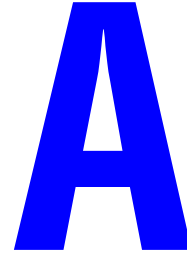
Physical Specifications

Printer

Width: 43 cm (16.9 in.)

Depth: 47.3 cm (18.6 in.)

Height: 54 cm (21.3 in.)

Weight: 21 kg (45 lb.) with consumables

Warning: The printer is heavy and must be lifted by at least two people.

150-Sheet Multipurpose Tray

Width: 28.4 cm (11.2 in.)

Depth: 72.3 cm (28.5 in.)

Height: 5.4 cm (2.1 in.)

Weight: 1.6 kg (3.5 lb.)

550-Sheet Multipurpose Tray

Width: 28.4 cm (11.2 in.)

Depth: 72.3 cm (28.5 in.)

Height: 8.6 cm (3.4 in.)

Weight: 2.12 kg (4.7 lb.)

Environmental Specifications

Temperature

- Storage: -20° C to 50° C / -4° F to 122° F
- Operating: 5° C to 35° C / 41° F to 95° F

Relative Humidity

■ Storage: 5% to 85% (non-condensing)

■ Operating: 15% to 85%

Humidity should be 70% or below at 90° F, and 85% or below when the temperature is lower than 82° F.

Electrical Specifications

Available in two models:

■ 110-120 VAC, 60 Hz

■ 220 VAC, 50 Hz

ENERGY STAR qualified printer (Phaser 4510DT and Phaser 4510DX configurations)

Default time to Power Saver: 60 minutes

Performance Specifications

Resolution

Maximum Resolution: True 1200 x 1200 dpi

Print Speed

Maximum Print Speed: 45 ppm Letter, 43 ppm A4

Controller Specifications

533 MHz processor

Memory

■ 128 MB RAM (maximum of 512 MB installed memory in two slots)

Page Description Languages (PDL)

■ PCL5e and 6.0

■ Adobe PostScript 3

■ Adobe PDF-Direct V1.4

Residential Fonts

■ 139 PostScript Type 1

■ 81 PCL

Interfaces

- Ethernet 10/100 Base Tx (available as upgrade on Phaser 4510B configuration)
- Universal Serial Bus (USB 2.0)
- Parallel

Regulatory Information

B

This product has been tested to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this product in a typical office environment.

United States (FCC Regulations)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your reseller or an experienced radio/television technician for help.

Any changes or modifications not expressly approved by Xerox could void the user's authority to operate the equipment. To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada (Regulations)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

European Union

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

■ January 1, 1995: Low Voltage Directive 73/23/EEC as amended by 93/68/EEC
■ January 1, 1996: Electromagnetic Compatibility Directive 89/336/EEC

This product, if used properly in accordance with the user's instructions, is neither dangerous for the consumer nor for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this product can be obtained from Xerox.

Material Safety Data Sheet

C

For Material Safety Data information regarding your Phaser 4510 Laser Printer, go to:

- United States and Canada: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe.

For the Customer Support Center phone numbers, go to www.xerox.com/office/contacts.

Product Recycling and Disposal

D

All Countries

If you are managing the disposal of your Xerox product, please note that the product may contain, lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of lead, mercury, and perchlorate is fully consistent with regulations applicable at the time that the product was placed on the market. For disposal information, contact your local authorities. Perchlorate Material - This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask you retailer for information.
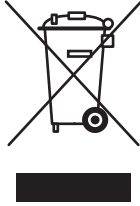
Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local dealer or Xerox representative for end of life takeback information.

North America

Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html or for recycling and disposal information, contact your local authorities.

In the United States, you may also refer to the Electronic Industries Alliance website at www.eiae.org.

Other Countries

Please contact your local waste authorities and request disposal guidance.

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