



Manage Banner Page Print Options. Enable or Disable Banner Page

Managing Banner Page Printing Options

You can set the device to print a banner page with each print job. The banner page contains information identifying the user and job name.

IMPORTANT: For a banner page to print, banner page printing must be enabled in the print driver. Banner page printing must also be enabled at the control panel or in the Embedded Web Server.

Enabling Banner Page Printing in the Embedded Web Server

1. Access EWS. For details refer to [Access the Control Panel or Embedded Web Services \(EWS\)](#).
2. In the Embedded Web Server, click **Properties > Services > Printing > Print Mode**.
3. In the **Banner Pages** area, for **Sensing Separator Page**, select **Enabled**.
4. For **Banner Pages**, select **Start Page**, **End Page**, or **Start Page & End Page**.
5. For **Banner Page Tray**, select the tray from which the banner page prints.
6. To allow banner page printing to be enabled from the print driver, for **Allow Print Driver to Override**, select **Enabled**.
7. Click **Apply**.

Enabling Banner Page Printing from the Control Panel

To enable banner page printing from the control panel:

1. At the device control panel, log in as Administrator, press the **Machine Status** button, then touch the **Tools** tab. For details refer to [Access the Control Panel or Embedded Web Services \(EWS\)](#).
2. Touch **System Settings > Print Service Settings > Other Settings**.
3. Touch **Banner Pages**.
4. Touch **Change Settings**.
5. Touch **Start Page**, **End Page**, or **Start Page & End Page**.
6. To allow banner page printing to be enabled or disabled from the print driver, touch **Allow Print Driver to Override**.
7. Touch **Save**.

Enabling Banner Page Printing in the Xerox Version 3 Print Driver

To enable banner page printing in the print driver:

1. In the Windows Control Panel, locate the printer.
2. Right-click the printer, then select **Printing preferences**.
3. Click the **Advanced** tab.
4. To enable banner page printing, for **Job ID**, select **Print ID on a Banner Page**, **Print ID in Margins - First Page Only**, or **Print ID in Margins - All Pages**. To disable banner page printing, select **Disable Job ID**.
5. Click **OK**.

IMPORTANT: If banner page printing is disabled through the Embedded Web Server or at the device control panel, setting the print driver to print banner pages has no effect.

Enabling Banner Page Printing in the Xerox Version 4 Print Driver

Before you begin, install the Xerox version 4 print driver, and the Xerox Print Experience application.

Note: The Xerox version 4 print driver is available on Windows 8 and later.

To enable banner page printing:

1. In the Windows Control Panel, locate the printer.
2. Right-click the printer, then select **Printing preferences**.
3. Click the **Advanced** button.
4. Click the **Document** tab.
5. To enable banner page printing, for **Job Identification**, select **Print ID in Margins - First Page Only**, **Print ID in Margins - All Pages**, or **Print ID on a Banner Page**. To disable banner page printing, select **Disable Job ID**.
6. Click **OK**, then click **OK**.

IMPORTANT: If banner page printing is disabled through the Embedded Web Server or at the printer control panel, setting the print driver to print banner pages has no effect.

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