



## Overview of Printing Features in the Print Driver

Included below is a brief description of many of the key printing features supported by the printer. For detailed feature descriptions and instructions on how to use the print drivers, access the print driver help by clicking the **Help** button (?) located at the bottom left side of the print driver dialog.

Select the link below for additional information on the feature:

- [Media Types for Automatic 2-Sided Printing](#)
- [Printing a 2-Sided Document](#)
- [Selecting the Paper to Use](#)
- [Printing Multiple Pages to a Single Sheet \(N-Up\)](#)
- [Color Correction](#)
- [Booklets](#)
- [Cover Pages](#)
- [Insert Pages](#)
- [Exception Pages](#)
- [Scaling](#)
- [Watermarks](#)
- [Creating and Saving Custom Sizes](#)
- [Job Completion Notification](#)
- [Secure Print Jobs](#)
- [Sample Sets](#)
- [Delayed Printing](#)
- [Saving Print Jobs to the Printer](#)
- [Folding](#)
- [Printing From a USB Flash Drive](#)
- [Printing From a Media Card Reader](#)

### Media Types for Automatic 2-Sided Printing

---

The printer can print automatically a 2-sided document on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported. Paper weights in the range of 60 g/m<sup>2</sup> to 256 g/m<sup>2</sup> can be used for automatic 2-sided printing.

The following paper types can be used for automatic 2-sided printing:

- Plain
- Letterhead
- Heavyweight
- Recycled
- Bond
- Pre-printed
- Gloss
- Punched

The following paper and media cannot be used for 2-sided printing:

- Reload (paper previously laser-printed or copied)
- Envelopes
- Labels
- Any die-cut special paper, such as business cards

[Return to Top](#)

## Printing a 2-Sided Document

---

Options for automatic 2-Sided Printing are specified in the print driver. Application settings for portrait or landscape orientation are used.

You can specify the page layout for **2-Sided Printing**, which determines how the printed pages turn. These settings override the application page orientation settings.

For Portrait:

### **2-Sided Print** or **2-Sided, Flip on Short Edge**



For Landscape:

### **2-Sided Print** or **2-Sided Print, Flip on Short Edge**



[Return to Top](#)

## Selecting the Paper to Use

---

When you send your print job to the printer, you can choose from the following options to select the paper:

- Allow the printer to select which paper to use automatically based on the document size, paper type, and paper color that you select.
- Select a specific tray loaded with the needed paper.
- If available, select a specific paper stock from the **Paper Catalog**.

[Return to Top](#)

## 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.

[Return to Top](#)

## Color Correction

---

The Color Correction options provide simulations of different color devices. **Automatic** is the recommended correction for general image processing. Different color reference models are supported and can vary, based on your operating system and print driver type.

[Return to Top](#)

## Booklets

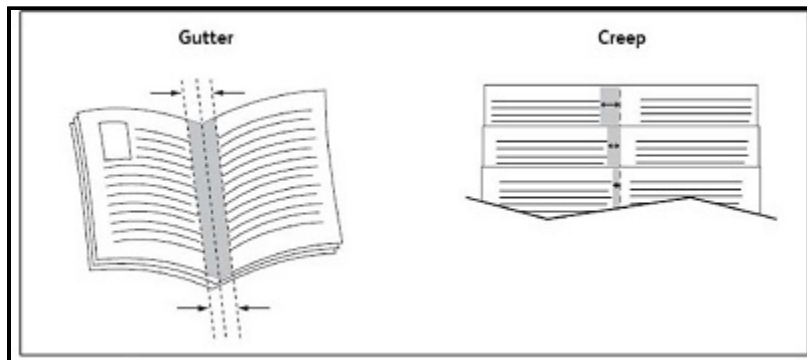
---

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets for any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images 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 the booklet.

**Note:** You can create a booklet using A4, Letter, A3, or Tabloid-sized paper.

Some print drivers enable you to specify the gutter and creep.

- **Gutter:** Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).
- **Creep:** Specifies how much the page images are shifted outward in 10ths of a point. This feature 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 point.



If your printer includes a finisher with a booklet maker, you can use the features of that device for more robust booklet-making capabilities.

[Return to Top](#)

## Cover Pages

---

A cover page is the first or last page of a document. You can choose a different paper source for the cover page than for the body of a document. For example, use your company letterhead for the first page of a document, or use heavyweight paper for the first and last pages of a report.

- Use the 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 printer driver than the tray you select as a cover page source, your cover prints on the same paper as the rest of your document.

You have the following options for cover pages:

- **No Covers:** Prints the first and last pages of your document from the same tray as the rest of your document.
- **Front Only:** Prints the first page on paper from the specified tray.
- **Back Only:** Prints the back page on paper from the specified tray.
- **Front and Back: Same:** Front and back cover pages print from the same tray using blank or pre-printed paper.

- **Front and Back: Different:** Front and back cover pages print from different trays. The front cover can be pre-printed, but the back cover must use blank or pre-printed paper. If you require printing on the back page, use an exception page.

[Return to Top](#)

## Insert Pages

---

An insert is a separator or slip sheet that can be inserted after a print job, between copies of a print job, or between individual pages of a print job. Select the tray containing the needed insert paper.

Select an option:

- **Insert Options:** To insert a separator sheet after a job, select **After Page(s)**. To insert a separator sheet before a job, select **Before Page(s)**.
- **Insert Quantity:** This option specifies the number of pages to insert at each location.
- **Page(s):** This option specifies the location, either a page or a range of pages, to place the inserts. Separate individual pages or page ranges with commas. Specify page ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9–11.
- **Paper:** This option displays the **Use Job Settings** default size, color, and type of paper to use for the insert pages.
- **Job Settings:** This option displays the paper attributes for most of the document.

[Return to Top](#)

## Exception Pages

---

You can specify the characteristics of pages in the print job that differ from the settings used for most of the print job.

For example, your print job contains 30 pages that print on standard-sized paper, and two pages that must print on a different size of paper. In the **Add Exceptions** window, set the characteristics of the two exception pages, then select the alternate paper size to use.

- **Page(s):** Specify the location to place the inserts. For a location, you can enter a page or range of pages. Separate individual pages or pages ranges with commas. Specify ranges with a dash. For example, to add inserts after pages 1, 6, 9, 10, and 11, type: 1, 6, 9–11.
- **Paper:** The **Paper** field displays the **Use Job Settings** default size, color, and type of paper to use for the exception pages.
- **2-Sided Printing:** Choose the needed 2-sided printing option.
- **Job Settings:** Displays the attributes of the paper for most of the document.

[Return to Top](#)

## Scaling

---

To reduce or enlarge your printed page images, select a scaling value between 1 and 999 percent. The default value is 100 percent.



[Return to Top](#)

## 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 as a watermark.

You can:

- Create a watermark.
- Edit an existing watermark text, color, density, 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 picture for the watermark.
- Use a time stamp for the watermark.

**Note:** Not all applications support watermark printing.

[Return to Top](#)

## Creating and Saving Custom Sizes

---

You can print custom-size paper from Trays 1, 2, 3, 4 and 5 (Bypass Tray). Custom-size paper settings are saved in the print driver and are available for you to select in all your applications.

[Return to Top](#)

## Job Completion Notification

---

You can choose 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. It is not supported in all operating systems.

[Return to Top](#)

## Secure Print Jobs

---

The Secure Print job type allows you to print a job after you select your user identification and enter your passcode at the printer control panel.

[Return to Top](#)

## Sample Sets

---

The Sample Set job type allows you to send a multiple-copy job, print a sample copy of the job, and hold the remaining copies of the job at the printer. After you review the sample copy, you can release or delete the remaining copies.

[Return to Top](#)

## Delayed Printing

---

A print job can be delayed for up to 24 hours from the original job submission time. Enter the when you want the job to print. Use either a 12-hour format or a 24-hour format.

[Return to Top](#)

## Saving Print Jobs to the Printer

---

The Store File in Folder job type stores a print job in a folder in the printer. You can print the job from the printer control panel. The job is not deleted automatically after printing. You can delete the file manually at the printer control panel.

[Return to Top](#)

## Folding

---

If your printer is equipped with a finisher, you can make prints using the folding option. The option folds your prints in half (single or bi-fold) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

These fold types are available:

- **Single Fold (Bi-Fold)**
- **C-Fold**
- **Z-Fold**
- **Z-Fold Half Sheet**

The **Single Fold (Bi-Fold)** option is available only with a Booklet Maker Finisher. The **C-Fold** and **Z-Fold** options are available only with the C/Z Folder.

**Note:** To use the folding option, a short-edge feed (SEF) document orientation is required. Select a paper tray that contains SEF stock.

[Return to Top](#)

## Printing from a USB Flash Drive

---

PDF, JPG, TIFF, and XPS files can be printed directly from a USB Flash Drive using the **Media Print - Text** feature.

**Note:** The print from USB option must be enabled by a System Administrator.

**Note:** The USB port and the optional Media Card Reader cannot be used at the same time. If present, remove the cable for the Media Card Reader before using the USB port on the printer control panel.

[Return to Top](#)

## Printing from a Media Card Reader

---

JPEG, TIFF, DCF 1.0 JPEG and TIFF files can be printed directly from a Compact Flash card inserted in the optional Media Card Reader.

**Note:** Ensure that a USB Flash Drive is not present in the USB port located on the left side of the top front panel.

[Return to Top](#)