Xerox AltaLink: Print from PC with Global Driver

Overview of the general settings in the print driver.

To access the print driver:

- 1. Select File, then Print.
- 2. Select the printer.
- 3. Select Printer Properties.



Printing Options Tab

- 1. Job Type: Select how to send the job to the machine.
 - Use Normal Print to print the job immediately.
 - Use **Secure Print** to send a job with a number pin code.
 - Use **Sample Set** to send a test job before completing the rest of the print.
 - Use **Delay Print** to print the job at a specific time.
 - Use Saved Job to store jobs on the machine.
- **2. Paper:** The menu will show the driver's defaults. To change, choose the down arrow.
 - Choose from standard sizes on white paper in the first section.
 - Select Other Size to change the default paper size.
 - Select Other Color to change paper color.
 - Select Other Type to change paper type.
 - Choose Select By Tray to pick a specific paper tray.
 - Select Transparency Separators if printing transparencies and need to add a separator between jobs.
- **3. 2-Sided Printing:** Choose how many sides to print on for the document.
 - Select 1-Sided Print to print on one side of the job.
 - Select **2-Sided Print** to print on both sides, flipping the job on the left side (like a book).
 - Select **2-Sided Print, Flip on the Short Edge** to print on both sides, flipping the job on the top side (like a calendar).

Printing Options Document Options Advanced Job Type: Normal Print Secure Print... Sample Set Delay Print... Saved Job... Fax...

*	-Letter (8.5 x 11") -White -Printer Default Type	-
Ģ	Tabloid (11 x 17"), White, Plain Legal (8.5 x 14"), White, Plain Letter (8.5 x 11"), White, Plain	~
	Other Size Other Color Other Type Select By Tray	
	Transparency Separators	-

h	2-Sided Printing:	
10	2-Sided Print	\sim
	1-Sided Print	
	2-Sided Print	
	2-Sided Print, Flip on Short Edge	
		-



QUICK GUIDE

- 4. Xerox Black and White
 - Off (Use Document Color)- use color in the document.
 - On- document will be converted to black and white
- **5. Finishing:** Allows users to choose additional functions based on device specifications.
 - Stapling- options to add up to 4 staples to the document
 - Folding- option to fold in half or into a trifold
 - 2/3 Hole Punch- add hole punches to document
 - Booklet Creation- option to make document into a booklet
- 6. Print Quality: Allows users to choose options to leave as normal (Standard) or increase resolutions (High Resolution).

Xerox Black and White Off (Use Document Color) On Finishing: No Stapling No Hole Punching No Folding No Finishing 1 Staple v 2 Staples 4 Staples 2 Hole Punch 3 Hole Punch × Folding. Multiple Finishing. v **Booklet** Creation

LOFFLER

=)	Print Quality:	
_	Standard	\sim
	High Resolution	
63	Standard	
V)	Automatic	\sim

Image Options Tab

1. Users can convert images to black and white.

inting Options	Image Options	Document Options	Advanced

Document Options Tab

1. Page Layout: Allows users to choose layout of document. Users can combine pages onto a single page, use booklet layout, or add page borders.

P

Xerox Black and White

- 2. Special Pages
 - Add Covers allows users to add a cover sheet to the print job.
 - Add Inserts allows users to insert another sheet.
 - Add Exceptions allows users to remove sheets of paper from a print job.
- **3. Watermark:** Adds a watermark to the document i.e. confidential.
- 4. Orientation: Sets the document to a portrait or landscape orientation.

Printing Option	Document O	ptions Advar	nced
Page Layou	t Special Pages	Watermark	Orientation
0 () 🗇		
Page Layout	Special Pages	Watermark	Orientation
Watermark:			
None			•
Text			~

©2019 Loffler Companies

MN: Bloomington; Duluth; Mankato; Rochester; St Cloud; Willmar; Grand Rapids | WI: Eau Claire; Hudson; La Crosse; Green Bay IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Falls



Advanced Tab

- 1. Copies set the number of print jobs.
- 2. Offset Output allows users to set if a print job offsets between sets.
- 3. Job ID allows users to set if there is a banner page or not for users sending jobs to machine.
- 4. Binding Edge allows users to set where the document flips the pages.
- 5. Document Encryption allows users to add security to the print job.

Advanced :	Setting	35			
Copies:	1	6	\$		
Collate: (Collate	d	_		
Offset O	utput:	Off	set Ea	ch	Set
Job ID: P	rint ID) on	a Ban	ne	r Page
Binding	Edge:	Auto	omati	c (F	Recommended)
Docume	nt Enc	rypt	tion: C	ff	