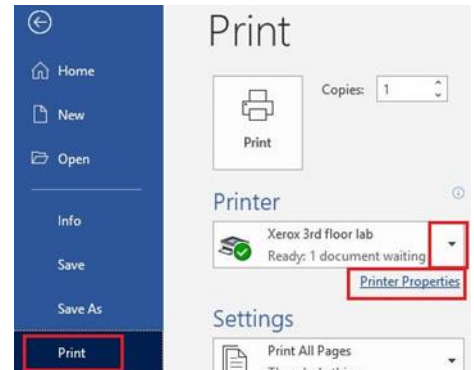


Xerox AltaLink: Print from PC with Global Driver

Overview of the general settings in the print driver.

To access the print driver:

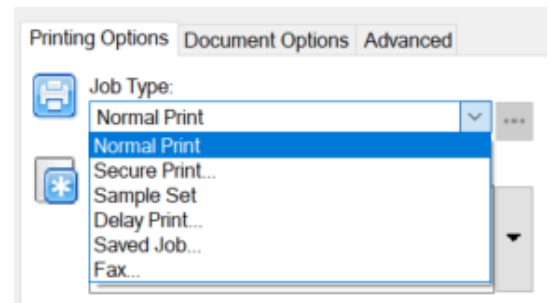
1. Select **File**, then **Print**.
2. Select the printer.
3. Select **Printer Properties**.



Printing Options Tab

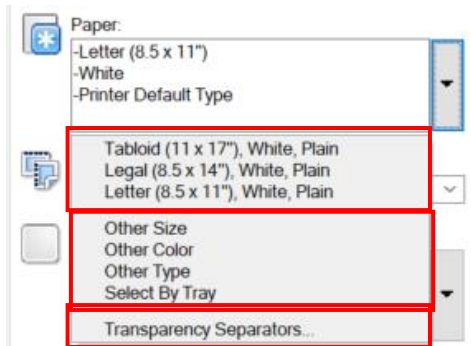
1. Job Type: Select how to send the job to the machine.

- 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.



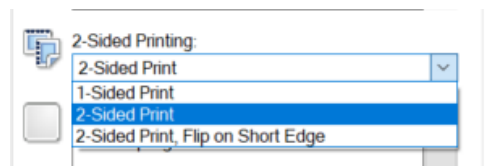
2. Paper: The menu will show the driver's defaults. To change, choose the down arrow.

- 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).



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).

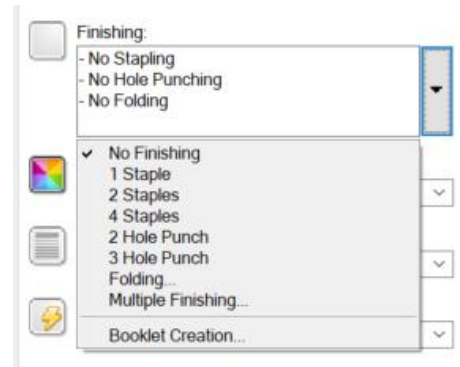
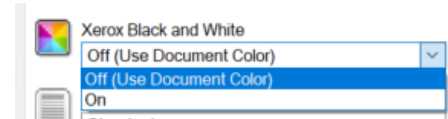
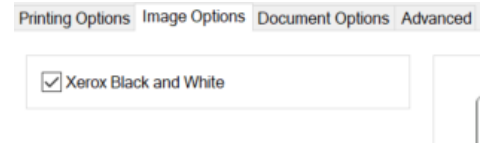


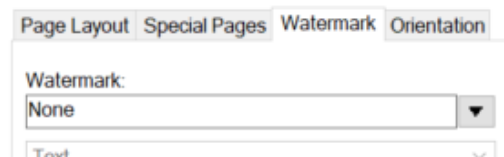
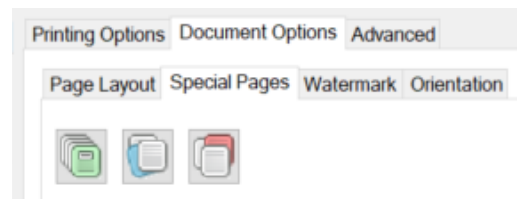
Image Options Tab

1. Users can convert images to black and white.



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.
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.



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.

